By registering for commencement and receiving your tickets, you and your guests are agreeing to the information and policies listed below.

**STUDENTS - DON’T FORGET:**
- Rent your cap & gown from UC Davis Stores website (http://bookstore.ucdavis.edu/graduation/default.cfm) before December 5.
- If you have limited mobility or special needs, please contact Jennifer Voight at jlvoight@ucdavis.edu.

**STUDENTS – THE MORNING OF:**
We recommend business casual attire at the ceremony. For your safety and comfort, please wear low-heeled shoes.

**STUDENTS & GUESTS – PARKING:**
Parking permits are NOT required on commencement day and parking is available in the West Entry Parking Structure and several lots near the Pavilion. Traffic officers and signs will direct you and your guests. Lot 25A, closest to the Pavilion, is available for those with a California state-issued handicapped placard or a UC Davis Commencement Special Parking Permit (to access, stay in the right hand lane upon entering Lot 25). Golf carts will patrol to pick up those who have difficulty walking long distances and transport them to the nearest Concourse level entrance. (A map is available at http://commencement.ucdavis.edu/local_resources/docs/Pavilion%20directions.pdf.)

**GUESTS – WHEN YOU ARRIVE:**
Doors will open one hour prior to the ceremony (9 a.m.). Guests may enter the Pavilion at the Northeast, Southeast and Southwest Concourse level entrances. The Northeast entrance is designated for mobility-impaired guests.

Guests are subject to search for inappropriate items before entering the Pavilion.
- No animals except assistance dogs are allowed in the Pavilion.
- Tripods will NOT be allowed in the Pavilion.
- Balloons and any other large gift items will be checked into a holding room and you may pick them up after the ceremony concludes. It is recommended that you leave such items at home or in your vehicle.
- Other inappropriate or distracting items (such as noisemakers) will be confiscated at the door and during the ceremony.

For guests with limited mobility, plan to arrive early to ensure your party can sit together in a convenient location. Enter at the Northeast Concourse level. We also suggest that you obtain a wheelchair if someone in your party cannot negotiate stairs or steep inclines. Please note that the university is unable to provide wheelchairs. Limited seating is available for wheelchairs and one companion at designated areas on the concourse level. Additionally, there will be limited handicapped seating in designated areas. All other guests must be seated in general guest seating.

**STUDENTS – WHEN TO ARRIVE & WHERE TO ASSEMBLE:**
Please arrive one hour before the ceremony in order to line up with your college inside of the ARC. Directional signs will be prominently displayed.
- The College of Agricultural & Environmental Sciences, College of Biological Sciences and College of Engineering will be inside the MAC Room in the ARC.
- The College of Letters & Science will be inside the ARC Ballroom.

The lineup area is for graduates ONLY. Guests should go directly to the ARC Pavilion. Staff will assist students in lining up by major.
Late arrivals will be seated in the back and can join their major on stage when called.

You will be receiving a white name card. Please fill out both sides of the card legibly. This name card serves two purposes – how to announce & pronounce your name as you cross the stage; and where to send your photograph proofs after the ceremony.

**STUDENTS – PROCESSIONAL & CEREMONY PROTOCOL:**
Staff ushers will escort graduates to the floor of the hall and to their seats. All graduates are subject to search for inappropriate items and gowns should remain unzipped for security checks before entering the Pavilion. Inappropriate items (such as noisemakers, tortillas, inflatable balls or any projectiles) will also be confiscated.

Please remain standing while the faculty and stage party enter and during the National Anthem.

After welcoming remarks and speeches, staff will escort students to the stage. Classic Photography will take a posed photo of each graduate before crossing the stage, as well as a candid photo while receiving the certificate of participation. No actual diplomas will be given at the ceremony. (Wear the tassel away from the audience when you are crossing the stage so your face will be clearly visible to the photographer.) You will hand your name card to the reader on stage as you enter the stage. You will then walk across the stage to receive your certificate and exit the stage to receive your alumni pin. Once all graduates have been presented, the recession will begin first with the stage party, then the faculty, followed by the new graduates.

**GUESTS – CEREMONY PROTOCOL:**
Photos taken by guests will be permitted from their seats or from the designated photo areas available during the ceremony.

**STUDENTS - UPON LEAVING COMMENCEMENT:**
Return gowns in the ARC lobby immediately after the ceremony.

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<tr>
<th><strong>STUDENTS – BEHAVIOR AT COMMENCEMENT</strong></th>
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<tr>
<td>Academic dress is mandatory for graduates and the university reserves the right to refuse admission to students who do not comply with this requirement.</td>
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<tr>
<td>Any student perceived as being under the influence of alcohol or drugs may be detained or removed from the ceremony by staff and/or security for further investigation.</td>
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<tr>
<td>University policy prohibits the unlawful use, sale, distribution, dispensing, or possession of alcohol or of controlled substances by students on University premises and official University functions. Students shall not use illegal substances or abuse legal substances in a manner that impairs scholarly activities or student life. (Adapted from UCD P&amp;P Manual Chapter 380, Section 18) Students violating this policy may be excluded from privileges and activities when there is reasonable cause to believe that their conduct 1) threatens the safety of themselves and others on University property or at University functions; and/or 2) disrupts the orderly operation of the campus. (Adapted from UC Board of Regents Policy on Student Conduct &amp; Discipline)</td>
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**STUDENTS & GUESTS – TICKETS & ATTENDANCE**

Tickets are given out based on the venue’s capacity deemed by the Fire Marshal. Any student who is found selling tickets or in possession of counterfeit tickets will be dismissed from commencement and reported to Student Judicial Affairs. Any guest who is found selling tickets or in possession of counterfeit tickets at commencement will lose their privilege of admittance to the venue.

We ask that all graduates remain seated throughout the duration of the ceremony and that graduates not leave prior to the conclusion of the ceremony. We understand that the ceremony can be lengthy, but every single graduate has deserved the right to be celebrated.

**STUDENTS & GUESTS – SECURITY**

UC Davis makes a special effort to ensure that our commencement is a memorable and enjoyable occasion for everyone involved. Students, parents, faculty and alumni have indicated their wish to have commencement conducted in an appropriately ceremonial atmosphere, and we ask for the cooperation of you and your guests.

- Any person found to be intoxicated or carrying drugs or alcohol will be asked to leave the premises and may be subject to arrest by the police.
- The university reserves the right to refuse admittance to the ceremony and its venues and/or detain individuals if staff and/or security perceive the individual as threatening or causing a disruption to the event or other guests.

**Program Booklet Disclaimer**

Graduates names will appear in the Commencement Ceremony Program if you meet one or both conditions:
1. You graduated in September 2012 or will graduate in December 2012.
2. You registered to participate in Commencement by the given deadline.

The final list of candidates are compiled from information available to the Office of University Relations and the Office of the University Registrar by the appropriate graduation filing deadlines and the program should not be regarded as conclusive evidence of graduation, honors or academic standing. Degrees will be awarded following certification by the chancellor, Davis Division of the Academic Senate and Office of the University Registrar that all degree requirements have been satisfied.

**Disclaimer**

In the event that commencement activities have to be cancelled, rescheduled or postponed due to circumstances beyond the university’s control, UC Davis cannot be held responsible for any costs incurred by the said cancellations, rescheduling or postponement.

Please share these policies with your guests.

**COMMENCEMENT INFO:**

[http://commencement.ucdavis.edu](http://commencement.ucdavis.edu)