Graduation Checklist 2010

The end of your challenging and rewarding journey as a CCA student is approaching quickly. With great anticipation, your families, friends, and campus community are preparing to celebrate this milestone. Use this checklist to ensure you graduate on time.

All forms are DUE:

<table>
<thead>
<tr>
<th>Fall 2009 graduates:</th>
<th>November 09, 2009</th>
<th>Spring 2010 graduates:</th>
<th>March 1, 2010</th>
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Eligibility

- Students are eligible to participate in the college's commencement ceremony if:
  - They will complete their degree requirements in Fall 2008 or Spring 2009
  - Students who have not received approval but expect to graduate should contact the Student Records Office at 415.703.9586 or 510.594.3643 immediately.

Graduation Form

- Students must complete the Graduation Form, whether or not they plan to attend the ceremony. Information gathered through this form is needed to print diplomas and commencement programs, as well as to order caps, gowns, announcements, and tickets.
  - Return the completed form to the Student Affairs Office.

Speaker Nomination

- Please fill out the Student Speaker Nomination Form. The name of the undergraduate and graduate speaker will be posted in the Weekly Happenings the last week of the spring semester.

Honorary Doctorate Nomination

- Please fill out the Honorary Doctorate Nomination Form. All graduating students are allowed to submit nominations for next year's Honorary Doctorates. This honor is bestowed in recognition of an individual's outstanding artistic achievement and eminence in one or more of the art fields and/or leadership in the arts, or significant leadership contributions through civic support of the arts.

Digital Image File

- Students participating in the commencement ceremony are expected to submit a digital image. Graduate images and names are shown during the hour preceding the ceremony. Previous graduates have submitted images representing their work or themselves; some have made unique art pieces of the digital image. Please see Digital Image Format Guidelines.pdf.

Commencement Exhibition

- All graduating baccalaureate students are invited to contribute work to commencement exhibitions. Please see Baccalaureate Exhibition Guidelines & Forms. All graduating master students should speak with their program managers.

Announcement and Tickets

- Graduating students may pick up graduation announcements and tickets to the commencement ceremony from the Student Affairs Office indicated on their Graduation Form at the end of the spring semester. These will be mailed on request, but CCA can not replace packets lost in delivery.
  - Each graduating student receives ten complimentary announcements. A set of five additional announcements may be ordered for $5. Announcements and tickets are not personalized. The number of tickets will be announced during spring semester.

Tam and Gown

- Tams and gowns must be picked up on the campus chosen on their Graduation Form. These will not be mailed. Students unable to pick up their order on these dates may authorize in writing a friend to claim them. While the apparel is loaned, CCA’s unique tams may be purchased for $35 each if. The traditional black gowns of mid-calf length and masters hoods may not be kept.
  - Tams and gowns must be returned immediately following the ceremony or on Monday, May 10, 2010. Replacement costs are billed to graduates who don't return their apparel on time.

Commencement Ceremony

- The commencement ceremony is scheduled for May 8, 2010. Location to be determined. Please check the CCA website in the spring semester for more details.

Financial Aid

- Those graduating with Stafford Loans must attend an exit interview before graduation. Contact the Financial Aid Office for more information.

International Students

- International students with F-1 status may be eligible to seek permission to work in the US for up to twelve months beyond graduation. If interested in applying, they should initiate this process through the International Student Affairs Office as soon as possible.

Student Account

- Your student account must be in good standing in order to receive your diploma.

Diploma

- The Student Records Office will mail diplomas to the address listed on the Graduation Form. Until delivered, subsequent address changes should be directed to that office.
  - Diplomas are printed with your full legal name. If that name includes marks or characters not commonly used in English, these should be noted on the Graduation Form. Proof of legal name changes must be submitted to the Student Records Office before CCA documents can reflect them.