



**Commencement 2016**

Exceptions:

*Any change to this basic work schedule requires a new work schedule to be completed by both the employee and supervisor.*

Employee’s Signature Supervisor’s Signature

Date Date

Congratulations! This is an exciting time in your life. We understand commencement is a joyous occasion and we have a few tips and reminders that will help the process go smoother. The ceremony will be held on **Friday, May 6th** beginning at 1:00 p.m. until approximately 3:00 p.m. Preparations for graduation are under way, so mark your calendar.

**Pasadena Civic Auditorium**

**300 E. Green Street
Pasadena, CA 91101**

[**http://www.thepasadenacivic.com/**](http://www.thepasadenacivic.com/)

In this packet, you will find the following information:

1. **Ceremony Information**
	* Ordering Regalia (Cap and Gown), Announcements (invitations), and Class Rings from Herff Jones
	* Student Speaker Ballot
	* Commencement Program Tribute (Ads)
	* Ceremony Overview (Graduates)
	* Ceremony Overview (Guests/Family)
	* Tickets
	* Driving Directions & Hotels
	* Photos & Videos
2. **Degree Conferral and Transcripts**
	* Academic Plan & Degree Conferral Information
	* Financial Aid Information
	* Transcript Request
	* Diploma Mailing Request
3. **Alumni Affairs and Development**
	* Alumni Association Membership Form
	* Apparel Order Form
	* Phillips Donor Tree

Please read and complete all required forms carefully. Forms must be submitted to the Registration Office by specified dates. Please note any information regarding your commencement ceremony can also be found on Phillips website: [www.pgi.edu,](http://www.pgi.edu,) Student Services, Commencement.

**(See side bar menu)**





**Ceremony Information**

Exceptions:

*Any change to this basic work schedule requires a new work schedule to be completed by both the employee and supervisor.*

Employee’s Signature Supervisor’s Signature

Date Date

# MC900413710[1] Regalia (Cap and Gown), Announcements (Invitations), and Class Rings

# ~ If you do not intend on participating in the ceremony skip this item. ~

* Regalia (Cap and gown) – You are responsible for ordering and paying for your own commencement regalia from the Herff Jones website at: <https://collegegrad.herffjones.com/site/welcome>
* Cost:
	+ Master/credential gown and mortar board = $54.90 + shipping and handling
	+ Doctoral gown and tam = $84.90 + shipping and handling
* Individuals that do not have regalia will not be allowed to walk in the ceremony.
* Announcements and Class Rings are available through Herff Jones. Orders may be placed online at <https://collegegrad.herffjones.com/site/welcome>
* Deadline - The last day to order your Graduation Regalia online is **Monday, April 1, 2016.** Orders placed after this date may incur additional fees.

# MC900413710[1]Student Speaker Ballot

Graduates from each program will select a student speaker for their program to speak at the Commencement Ceremony. Please vote via ballot for one candidate from your designated program no later than **Tuesday, March 17th.** The form is available on our Commencement home page or you can e-mail your choice to David Saiz at dasiz@pgi.edu. Please keep in mind that you can only vote for the program that you are in.

Once the ballots are counted the selected class representatives will be contacted by their department chair and given additional information.

![MC900413710[1]]() **Commencement Program Tribute (Ad)**

Would you be interested in placing a tribute in the back of your Commencement Program Booklet for a fellow graduate? Would your family, friends, or employer be interested in placing a tribute on your behalf in the Commencement Program Booklet? If so, you can find form and samples on ourcommencement home page. This can also be found on the Phillips website [www.pgi.edu](http://www.pgi.edu), Student Services, Commencement (see Gifts, Apparel, Photos & Ads).

**Deadline to submit Phillips Tribute Ad Registration Form is Monday, March 21, 2016**

# MC900413710[1]Commencement Ceremony, Arrival Time (Graduate Information)

* Phillips Graduate Institute holds a commencement ceremony once every academic year following the spring semester. Any student that has completed or will be completing all degree requirements in the 2015-2016 academic year may participate in the 2016 Commencement Ceremony.
* The ceremony begins at 1:00 p.m. and will last approximately 2 hours.
* All participants are required to arrive at the Pasadena Civic Center at 11:30 a.m. and report to the Gold Room.
* If you are not there, it is possible you will not be allowed to participate in the ceremony.
* Once in the Gold Room you will be asked to remain until it is time for the ceremony.
* The chairs in the Gold Room will be labeled with the names of each graduate by program and then in alphabetical order. It is very important that you remain in this order so you will be sitting in the correct seat in the Auditorium.
* Presentation of Candidates:
	+ Please follow the cue of Commencement staff. They will let you know when you need to stand and walk to the stage steps. Someone will be there to assist you up the stairs if need be. They will also let you know when to walk across the stage.
	+ **Master’s Candidates**
		- Each candidate’s name will be called by their Department Chair.
		- Each candidate will walk across the stage to Dr. Gorman, shake hands with her and receive a diploma cover, pause briefly for a photo, then walk down the stairs (someone will be there to assist you), and return to your seat.
	+ **Doctoral Candidates**
		- Each candidate’s name will be called by their Department Chair.
		- Each candidate will walk across the stage and stop before the podium to be hooded by their mentor facing the audience. The mentors will place your hood over your head. Please then pause briefly for a photo. Then walk to Dr. Gorman, shake hands with her and receive their diploma cover, pause briefly for a photo, then walk down the stairs (someone will be there to assist you), and return to your seat.

# MC900413710[1]Commencement Ceremony, Arrival Time (Guest Information)

* The ceremony begins at 1:00 pm and will last approximately 2 hours.
* Everyone over the age of two (2) will be required to have a ticket.
* The auditorium ushers will open the lobby doors at 12:00 pm and the auditorium doors at

12:30 pm.

* All doors will be closed at 12:58 pm for the procession and will reopen after the procession has finished.

# MC900413710[1]Tickets

Each student will receive as many tickets as requested on their Intent to Graduate Form (maximum 12) to the commencement ceremony. They will be available for pick-up in the library, starting the week of **April 4th**. If all requested tickets are not needed please return your extra tickets to the Library. Additional tickets will be available at $5 per ticket. You can purchase them from the Library or purchase extra tickets for sale at the venue the day of Commencement at the box office.

# MC900413710[1]Driving Directions and Hotels in the Area

Please visit the Commencement page on our Phillips website.

# MC900413710[1]Photos & Video

* Photos – Grad Images will be taking group pictures of each program before the ceremony in the Gold Room. They will also be taking individual pictures of you with Dr. Gorman during the ceremony. Please see flyer on our commencement home page. Any questions please feel free to contact Laura Jones or visit their website at www.gradimages.com.

Laura Claire Jones
Grad Images
800.628.4509 X 3567
**ljones@gradimages.com**

* Video – A Cut Above The Rest Productions will be videotaping the Commencement Ceremony. DVD’s will cost $20.00 before May 5th, $25.00 the day of the commencement and $30.00 after May 6, 2016. Please see flyer on our commencement home page. Any questions please feel free to contact:

Kryzz Ramirez

A Cut Above The Rest Productions

(818) 835-3344

**Kryzz.acutabove@gmail.com**.

* Please feel free to visit the Phillips website [www.pgi.edu](http://www.pgi.edu), Student Services, Commencement (Purchase Gifts, Apparel, Photos and Ads).

**Phillips is not responsible for ordering photos or videos.  Thank you!**





**Degree Conferral and Transcripts**

Exceptions:

*Any change to this basic work schedule requires a new work schedule to be completed by both the employee and supervisor.*

Employee’s Signature Supervisor’s Signature

Date Date

# MC900413710[1]Academic Plan & Degree Conferral

A copy of your updated academic plan is included in the Graduation packet. **Please review them, paying close attention to the Graduation Clearance section at the bottom of your academic plan to make sure that you do not have any outstanding requirements.** Degrees are conferred (posted) after all academic requirements for graduation have been satisfied and all financial obligations have been met. Please note, the degree conferral date is ***not*** the Commencement ceremony date. The 2014-2015 degree conferral dates are:

**Fall ~ December 31, 2015 Spring ~ May 31, 2016 Summer ~ August 31, 2016**

# MC900413710[1]Financial Aid Recipients

# ~If you did not receive Financial Aid skip this item. ~

If you are a financial aid recipient you must complete an Exit Interview. Please read the enclosed letter from the Financial Aid Assistant Director for more information. All degrees will be held until the Exit Interview is completed.

# MC900413710[1]Diplomas

Diplomas display the student’s legal name, graduation date, and degree, along with the name and seal of the institution and the signatures of Phillips officials. The diploma shows the title of the degree the student has earned. It does not include the student’s emphasis or concentration.

If you chose to participate in the Commencement Ceremony your graduation fee covers the cost of one diploma. If you are *not* participating in the ceremony and have not already done so you will need to pay $70 for your diploma.

Presuming that you do not have an outstanding balance with Phillips your diploma will be available for pick-up approximately 6-8 weeks after your degree is posted. **You will be notified via e-mail when your diploma is available for pick up.** If you are unable to pick it up and would like it mailed, you will need to complete the enclosed Diploma Mailing Request form.

# MC900413710[1]Diploma Replacement

Should you need to have your diploma replaced there will be a re-order fee of $70 which must be paid at the time of request. The statement, “Reissued (Date) ”, will be indicated on the replacement diploma. This form is available on our website under Registration Office.

# MC900413710[1]Transcripts

As part of your graduation fee you will be provided with one (1) official transcript.

* MFT or MFT/AT students will also be provided with an official program certification form for the Board of Behavioral Sciences. These envelopes will be noted with a sticker stating that they are for the Board of Behavior Sciences. **Please do not open this envelope.**
* Presuming that you have complete all your Graduation Requirements, your transcript will be available for pick up or mail approximately two (2) weeks after your degree conferral date. You will be contacted by the Registration Office via e-mail.
* Additional transcripts will need to be requested via the Transcript Request form which is online on our website under Registration Office.

If you are not participating in the ceremony and would like an official transcript you will need to submit a Transcript Request Form online from our website under Registration Office.

Our goal is to make this a memorable event for you and your loved ones. If you have any questions regarding **graduation requirements** please feel free to contact:

**Lavetta Anderson, M.A, P.P.S**Director of Financial Aid & Registrar Services
Phillips Graduate University
818.386.5606 - Office
818.386.5636 - Fax
**landerson@pgi.edu**

If you have any questions, concerns or comments regarding our **commencement ceremony**, please feel free to contact:

**Tracey Cummings**
Commencement Chair
Development and Alumni Affairs Coordinator
Phillips Graduate University
818.654.1704 - Office
818.654.1772 - Fax
**tcummings@pgi.edu** or **alumni@pgi.edu**





**Alumni Affairs and Development**

Exceptions:

*Any change to this basic work schedule requires a new work schedule to be completed by both the employee and supervisor.*

Employee’s Signature Supervisor’s Signature

Date Date

![MC900413710[1]]()**Message from Alumni Association**

We are extremely proud of all our graduates!  Each one of you stands out because you are a member of the Phillips family.  Congratulations for all of your achievements, and we hope you will continue to be a part of our community.  Don’t forget:

* Make sure to join the Alumni Association - $40 membership fee. Visit our alumni home page.
* **Special Graduate Offer**: Sign up for the Alumni Association by August 31st and pay only $20!!
* Questions, suggestions or recommendations contact us at alumni@pgi.edu.
* Joins us at one of our Info Sessions and share your experience with potential students. See flyer on our commencement hope page for specific dates and times if interested at alumni@pgi.edu.
* Stay connected by downloading Phillips App. Go to [www.pgi.edu](http://www.pgi.edu), alumni, click on instructions.

![MC900413710[1]]()**Apparel Order Form**

* Phillips is now your one-stop-shop for awesome Phillips logo apparel.  We have embroidered shirts, fleece vests, hoodies, laptop and tablet sleeves that you and your family can proudly wear to support your achievement.
* See enclosed flyer and order form
* Any questions, please feel free to contact Rizzo’s Embroidery Plus at (661) 266-4415.

![MC900413710[1]]()**Donor Tree**

* Support Phillips Giving tree by creating a lasting tribute or honor someone special with an inscription on a leaf or brick. Any questions, please feel free to contact Tracey Cummings, Coordinator of Development & Alumni Affairs at alumni@pgi.edu or (818) 654-1704.