

COMMENCEMENT INFORMATION BULLETIN #3

Issued 27 May 2025

Sent on Behalf of the San Diego College of Continuing Education Office of Student Affairs

PLEASE READ THIS MESSAGE IN ITS ENTIRETY

This is the *second* information bulletin regarding Commencement 2025, and is being sent to all students who indicated participation in this year's event as of 27 May 2025. The previous bulletin can be found at <https://www.sdcce.edu/commencement-2025>

*This second Information Bulletin will cover additional information about the following items – some of the details have **changed**, especially regarding the location for cap and gown pick-up at the Chávez Campus.*

- Reminder: Cap and Gown Pick-Up and details
- Ceremony Location Information – Parking Map attached
- Seating and Accommodations Information
- Rehearsal
- Day of Commencement

REMINDER: CAP and GOWN PICK-UP STARTS MAY 27

Cap and gown distributions will take place according to the following schedule:

- **TODAY, May 27:** César E. Chávez Campus, **Room 207 – NOTE THE ROOM CHANGE**
- **Thursday, May 29:** Educational Cultural Complex, Room B-101
- **Monday, June 2:** Educational Cultural Complex, Room B-101

All distributions take place from 10:00AM until 12:30PM, and 1:30PM until 6:00PM on the days indicated ONLY.

A photo ID is required in order to pick up your cap and gown. We are UNABLE to provide your cap and gown in advance of the distribution dates listed.

If you are unable to pick up your cap and gown personally at a distribution event, you may choose one of the following options:

1. Pick up your cap and gown on the day of the Commencement Ceremony, starting at 2:00PM at the designated location in the Organ Pavilion; or
2. Send an individual to pick up your cap and gown on your behalf to one of the locations listed above. You must provide a release (which is as simple as a letter or other written document – no particular form is required) for any individual you send in your place. The individual picking up on your behalf will need to bring this release with them to the cap and gown distribution. The following information must be included in the written release:

- Your name and CSID number
- The name of the individual picking up on your behalf
- Your signature

We will not release a cap and gown to any individual other than the student or someone with a written release – **screenshots, images on a phone, or text messages from a student are not acceptable.**

We recommend picking up your regalia early, in order to let it hang and release the folds (since they are folded and packaged). Be careful with the use of an iron, as the material is not designed for high heat applications.

We encourage you to decorate your cap however you like – in fact, we are offering everyone a spare cap to use if you'd like to test out your artistic skills in advance of the ceremony! Get creative!! You are also welcome to wear any additional regalia that is appropriate to your graduation – for example, stoles celebrating your heritage, leis, and the like are welcome! If you would like to purchase additional regalia, the City College Bookstore will be available at the Organ Pavilion with a selection available for purchase.

Please note: Many of you have requested a "fuller cut" gown - however, those supplies are very limited, and as noted on the Participation Form, the gowns run much larger than average apparel. You will be offered a standard cut initially on pick-up - if you are certain, after trying on your gown, that you require a fuller cut, you can return the gown and receive the option.

CEREMONY LOCATION INFORMATION

As a reminder: the Commencement Ceremony will be held at the **Spreckels Organ Pavilion** at Balboa Park. Also attached to this message is a map of the Park, indicating the location of the Pavilion and parking options.

Parking at Balboa Park can be challenging. There are **no reserved parking spaces available for graduates or guests,** and parking at the event is first-come, first-served. It is recommended that you arrive *early* on the day of Commencement to allow plenty of time to park and walk; you can also ride the free Balboa Park Tram to the Organ Pavilion from the Inspiration Point Parking Lot, accessed at Park Boulevard and President's Way.

DO NOT ATTEMPT to park in the Organ Pavilion Lot, except for students and guests with a valid disabled parking placard – even then, the available disabled parking is ***very limited.***

BALLOONS ARE EXPRESSLY FORBIDDEN AT BALBOA PARK, by City Ordinance. Please tell your friends, family, and other guests: **DO NOT, under any circumstances, bring balloons to the event!** Guests who arrive with balloons will be **turned away** and sent back to their vehicles to leave balloons behind. This is for a variety of reasons, not least of which is the active airspace for San Diego International Airport immediately above the facility.

ACCOMMODATIONS REQUESTS

Reserved seating is available for graduates who require additional time, assistance, or shorter distance to the stage; and for those family members, guests, and others who require accommodations of any

nature. Individuals who indicated a request for accommodations via the Participation Form will have those requests referred to DSPS. **TODAY IS THE DEADLINE TO REQUEST SPECIFIC ACCOMMODATIONS: please contact (619) 388-4812 no later than Tuesday, May 27 at 5:00PM.**

REHEARSAL

All graduates are invited and strongly encouraged to attend the Rehearsal at the Organ Pavilion on **Thursday, June 5**, starting at **2PM**. You will have the opportunity to ask questions, walk through the facility, and receive last-minute updates regarding the event.

DAY OF COMMENCEMENT

On **Friday, June 6**, be sure to give yourself *plenty of time* to arrive at Balboa Park, get settled, and ready to **check-in starting at 3PM**. Attached to this message is also a layout of the Organ Pavilion (thanks, Google Maps and Powerpoint!) which highlights the areas detailed below.

To cross the Pavilion at any point after 2PM, use the main “fire lane” which cuts across the center of the Pavilion and is marked with yellow arrows on the attached map. There will be absolutely **NO ACCESS** from the West Pavilion to the East Pavilion at the staircase – do **NOT** cross fences and obey directions from the ushers.

At check-in, located at North Pavilion East, you will be given a card to write your name on, to be announced by the name readers on stage. The card will have two lines: one for your name as you would normally write it, and one line to add a phonetic spelling of your name, to assist the name readers with pronunciation. Only names will be read from the microphone – we are unable to read additional messages due to time constraints.

Once you are checked in, stop by the Glamour Table next to the Check-In to get sunscreen and other supplies to look your best. Also located near Check-In and Glamour will be a photo area, where you can take pictures to commemorate the day – **please note: this year, we will no longer hold specific class/program photo times**. A staff photographer will be on-hand at the photo area to assist with arranging and taking photos, starting at 3:30PM or soon thereafter, and continuing until shortly before the ceremony begins.

At North Pavilion West, visit the City College Bookstore table to purchase additional regalia to celebrate your achievements, or stop by the Foundation table to learn more about the alumni association.

Seating for guests is first-come, first-served, and is available in the rear section of the Organ Pavilion, and along the sides. Graduate seating is reserved at the front center sections of the Pavilion. Volunteer ushers will be available to assist with seating and directing individuals to the appropriate sections. Guests with accommodations needs should speak with an usher or stop by the Information Station located at the west side of the Pavilion for access.

Guests are *not* permitted to sit with graduates in the reserved seating area; this includes minor children. Please be sure to have a responsible adult, age 18 or older, remain with your children in the

appropriate guest seating area. Seating is entirely outdoors – weather can vary dramatically in early June, so prepare accordingly. This event will be held RAIN OR SHINE. **Commencement typically runs about 2 hours – we ask that you plan to remain through the entire program.**

If you have a specific question NOT covered in this bulletin, please contact us at SDCCESStudentAffairs@sdccd.edu