

# DIRECTIONS TO COMMENCEMENT

## The Herbst Theatre

401 Van Ness Avenue  
San Francisco, California 94102

The Herbst Theatre is located in the War Memorial Veterans Building at 401 Van Ness Avenue at McAllister Street. The Veterans Building is accessible from the Van Ness Avenue entrance. An automatic door is located at the north end of the main building entrance. The Herbst Theatre is accessible from the Veterans Building main lobby. Entrances to the Veterans Building are open on a daily basis from 8:00 a.m. to 11:00 p.m. Doors into the Herbst Theatre lobby and auditorium open ½ hour prior to performances.

Wheelchair accessible seating is available in the Orchestra and Dress Circle levels of the auditorium. Aisle seats with swing-up armrests are available in the Orchestra and Dress Circle Levels.

## Directions

If you are traveling from...

### The South Bay or Peninsula

- Take 101 North to the 9th Street Exit.
- At the end of the exit ramp, turn left onto 9th St.
- Continue northbound across Market Street. You are now on Larkin Street.
- At the third traffic light turn left onto McAllister.
- Continue two blocks to Van Ness Avenue and turn left.

### The East Bay

- Take I-80 West, via the Bay Bridge to the 9th Street/ Civic Center Exit
- Stay right on the exit ramp. Turn left onto Harrison Street.
- Turn right onto 9th St.
- Continue northbound across Market Street. You are now on Larkin Street.
- At the third traffic light turn left onto McAllister.
- Continue two blocks to Van Ness Avenue and turn left.

### The North Bay

- Cross the Golden Gate Bridge.
- Follow the signs to Downtown via Lombard St. •Turn right onto Van Ness Avenue.
- Continue Southbound to McAllister Street.

"Go confidently in the direction of your dreams. Live the life you have imagined."

-Henry David Thoreau

## Parking

### Performing Arts Garage (415 252-8238)

Enter on Grove Street between Franklin and Gough, or on Gough Street between Fulton and Grove. There are eight parking spaces for persons with disabilities, two on each level. Two accessible elevators serve all floors of the garage.

### Civic Center Garage (415 863-1537)

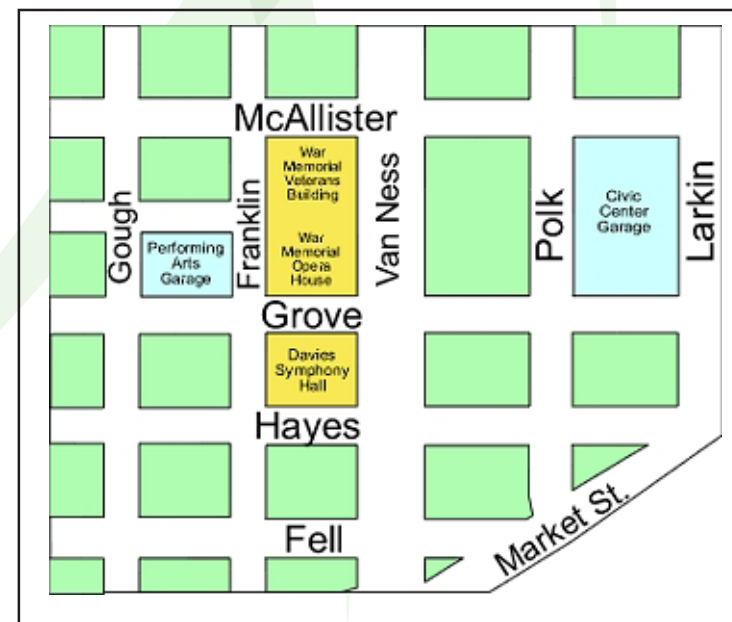
Enter on McAllister Street between Polk and Larkin. There are eight parking spaces for persons with disabilities on Level 1. Three accessible elevators serve all floors of the garage.

### Blue Curb Parking Designations

Several blue curb parking spaces are situated on streets immediately surrounding the War Memorial and Performing Arts Center including Grove Street, Franklin Street, Van Ness Avenue and McAllister Street.

## Public Transportation

Public transit information and trip planning for the entire San Francisco Bay Area, including information about accessible lines and paratransit, can be found online at 511.org or by dialing "511" from any of the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma).



## Inside this packet...

You will find the information you need regarding graduation and commencement for students of The Art Institute of California - San Francisco. This includes:

- \* Graduation Information
- \* Portfolio Show Requirements
- \* Commencement Ceremony Information
- \* Graduation Clearance Form
- \* Graduation Calendar
- \* Phonetic Spelling Form
- \* Diploma Mailing Form

### ELIGIBILITY FOR GRADUATION

All students who have completed the degree requirements are eligible to graduate. The quarter before the student intends to graduate, he or she must complete a Graduate Application, and is required to participate in the quarterly portfolio show.

### GRADUATION APPLICATION

Graduation Applications are due the last day of Registration week in the quarter before the student intends to graduate. Graduation Applications can be downloaded at [aicasfjobs.com](http://aicasfjobs.com). Applications must be typed, signed by the student's Academic Director and Career Services Advisor and submitted to the Registrar.

### GRAD KICK OFF MEETINGS

All students who intend to graduate must attend a GRAD KICK OFF event the quarter before they intend to graduate.

### IMPORTANT DATES

- Portfolio Shows**  
 Wednesday, June 15, 2011  
 Thursday, September 22, 2011  
 Thursday, December 15, 2011
- Commencement Ceremonies**  
 Friday, June 17, 2011  
 Friday, December 16, 2011

# GRADUATION PACKET

## Graduation Contacts

Questions about the Commencement Ceremony?  
 Clark Dawood, Dean of Student Affairs:  
[aicasfstudentaffairs@aii.edu](mailto:aicasfstudentaffairs@aii.edu) . . . (415) 276-1004

Questions about your Clearance Form, Eligibility or Grad Application?  
 Cindy Shelton, Registrar  
[cshelton@aii.edu](mailto:cshelton@aii.edu) . . . . . (415) 276-1028

Questions about your Diploma?  
 Brian Patterson, Dean's Assistant  
[brpatterson@aii.edu](mailto:brpatterson@aii.edu) . . . . . (415) 276-6783

Questions about Career Advising?  
 Donna Dessart, Director of Career Services  
[ddessart@aii.edu](mailto:ddessart@aii.edu) . . . . . (415) 276-4002

Cori Miller, Senior Career Services Advisor:  
[comiller@aii.edu](mailto:comiller@aii.edu) . . . . . (415) 276-4005

Sara Cannon, Career Services Advisor:  
[secannon@aii.edu](mailto:secannon@aii.edu) . . . . . (415) 276-4006

Isabelle Cruz, Career Services Advisor:  
[icruz@aii.edu](mailto:icruz@aii.edu) . . . . . (415) 276-4030

Larisa Dzwonczyk, Career Services Advisor:  
[ldzwonczyk@aii.edu](mailto:ldzwonczyk@aii.edu) . . . . . (415) 276-4014

Philippa Manley, Career Services Advisor:  
[pmanley@aii.edu](mailto:pmanley@aii.edu) . . . . . (415) 276-4003

### IMPORTANT WEBSITES

- [aicasfjobs.com](http://aicasfjobs.com)
- [alumniconnections.com/ArtInstitutes](http://alumniconnections.com/ArtInstitutes)
- [aiportfolioshow.com/sanfrancisco](http://aiportfolioshow.com/sanfrancisco)
- [ai.ourstudentportfolios.com/sanfrancisco](http://ai.ourstudentportfolios.com/sanfrancisco)
- Facebook Group: Career Services at The Art Institute of California- San Francisco
- [www.jostens.com](http://www.jostens.com)

# CAREER SERVICES & PORTFOLIO SHOW REQUIREMENTS

## Career Services

### FOR YOUR CAREER SERVICES ADVISOR

-A career consultation to register with Career Services and discuss your career goals is required. Your Career Services Advisor will gather information to assist you in planning your job search. This meeting must take place during weeks 4-8 before graduation.

-An electronic PDF and Word version of your resume and cover letter for emailing to potential employers.

-A DVD of demo reel.

-Your profile, artwork, and demo reel uploaded on the Ai Portfolio Site: ai.ourstudentportfolios.com.

-Practice Interviews: All students should have had a mock interview in their Career Development class. If you need a refresher, schedule with your Career Services Advisor.

### A Message from

## Career Services

\*According to the Employment & Training Administration, over your lifetime a bachelor's degree will help you earn, on average, a million dollars more than someone with a high school diploma. An associate's degree means an average of a half million dollars than someone with only a high school diploma.

\*According to the 2000 US Census Bureau, 15.5 percent of the population 25 years of age and older holds at least a Bachelor's degree. Adults with a bachelor's degree earn, on average, \$57,220 a year, while those with a high school diploma earn only \$35,725

"The future belongs to those who believe in the beauty of their dreams."

-Eleanor Roosevelt

## Portfolio Show

Portfolio Show is the time to showcase your work to employers, family, friends and The Art Institute of California - San Francisco community.

### FOR YOUR PRESENTATION AT THE SHOW

-An 8.5"x 11" mounted identity sign with your name, degree and logo. This should match your business cards.

-At least 30 professional resumes that have been approved by Career Services and at least 30 business cards with logo.

-Business card holder for your cards.

-For media majors, at least 10 copies of your DVD reel.

-No tablecloths, knick knacks, or art that is not part of your portfolio.

-Wear professional clothing. The definition of professional varies by major. JEANS ARE NOT PROFESSIONAL-CLOTHING. If you have questions about your dress for that day, discuss it with your Career Services Advisor.

-Bring your own powerstrip and laptop if you want to show your work digitally. We will have a large screen TV to show the looped reel for DFVP/GAD/MAA/MFA/VGP.

### EMPLOYER INTERVIEWS

Employers may attend Portfolio Shows to recruit. The employer may invite you to interview on Portfolio Show day or may ask you to schedule an appointment at a later time. They will want to review and discuss your work with you. You must be ready to present yourself professionally by dressing in appropriate interview attire, have extra copies of your resume, cover letters and business cards on hand, and be sure to have your calendar or day planner ready. Please notify your Career Services Advisor before leaving to interview with an employer. STAY AT YOUR TABLE AT ALL TIMES.

### PORTFOLIO SHOW ANNOUNCEMENTS

Your Career Advisor will email you the electronic invitation to the Portfolio Show. You must send the invitation to AT LEAST 20 of your industry contacts. Over 30% of the industry professionals that attend the show do so because a GRADUATE invited them to attend.

"Education is the most powerful weapon which you can use to change the world."

-Nelson Mandela

### ACADEMIC REGALIA ATTIRE

All graduates must wear cap and gown— NO EXCEPTIONS. Academic regalia for all graduates can be purchased from the Supply Store. Cost includes a keeper cap, gown, and tassel. IF YOU ARE AN EXTRA LARGE OR PETITE SIZE you may need to special order so please go to the Supply Store as soon as possible. You may also purchase directly from the Jostens website. Announcements can be ordered online at [www.jostens.com](http://www.jostens.com).

### THE CEREMONY

Arrive at the auditorium no later than 8:15 a.m. Check in will end at 9:00 a.m. This allows time for rehearsal, to find your friends, make final checks of your graduation regalia and to line up for the processional. If you arrive after 9:00 a.m., you must notify a Peer Mentor or member of Student Affairs to check in. Rehearsal will begin inside the auditorium around 9:00 a.m. If you arrive late you will be unable to march into the auditorium and be seated with your fellow graduates. The processional will begin at 10:00 a.m. Stage party, faculty and students will march into the auditorium and will be seated by department.

Following the processional, the President, Dean of Academic Affairs, guest speaker and student speaker will present, after which the degrees will be conferred upon the graduates. Each of the graduates will then proceed to the stage, where their name will be read. When all of the degrees have been awarded there will be a recessional out of the auditorium. The ceremony should take approximately 1 ½ hours.

### SEATING

Graduates from each department will be seated together alphabetically by program and then by last name in the auditorium. The doors to the auditorium will open for guests on a first come first serve basis at 9:30 a.m. Depending on the number of graduates participating in the ceremony, tickets may be distributed to graduates for use by their guests. Information regarding guest seating/tickets will be provided by Student Affairs in the 3rd weeks of the Fall and Spring quarters.

### STUDENT SPEAKER

We invite students to represent the graduating class and student body by speaking at graduation to graduates, family, faculty, staff and guests. It's great for your resume, an honor to be included on the program and to be the voice of your class.

You must have a 2.5 cumulative GPA, be in good disciplinary standing with the school, have all school assignments complete by established deadlines and have been an active member in the Ai community. Submit a

# COMMENCEMENT CEREMONY

draft of a 3-5 minute speech to the Dean of Student Affairs by the Friday of Week 7 on quarters when a graduation ceremony is held. The Graduation Committee will review the speeches and select a speaker. An audition may be required and, if selected, you must rehearse your speech with the Committee prior to the commencement ceremony.

### DIPLOMAS & PROGRAMS

Please make sure you have filled out a Diploma Mailing-form and turned it into the Registrar. At the ceremony, graduates will receive a diploma cover, but not their diploma, which will be mailed during Week 6 of the following quarter.

If you do not attend commencement and would like a diploma cover, or if you would like a variation of your legal name printed on your diploma, contact the Registrar before diplomas are mailed. Your name will appear in the program as indicated in our AiCA-SF database if you have completed degree requirements. The presence or absence of your name in the program does not, in itself, testify to completion or non-completion of your degree.

### AWARDS & HONORS

The AiCA-SF Catalog lists the awards given to outstanding students in the various degree programs and departments. Honor graduates will receive an honors cord to wear with their regalia. Honors cords will be distributed to the appropriate graduates during check-in on the morning of Commencement. There will also be a presentation of best portfolio at the ceremony.

### ALCOHOL POLICY

The School's non-alcohol policy will be enforced at all Commencement activities. Alcoholic beverages will not be permitted in the auditorium. Graduates found to be under the influence and/or who bring alcohol to the ceremony will be prohibited from participating.

### THEATRE POLICY

Food and beverages are not permitted inside the theatre. All food and beverage must be consumed prior to entering. Additionally, balloons are not permitted inside the theatre. Please inform your friends and family of this policy.

### MORE INFORMATION

For questions regarding the commencement activities please contact the Dean of Student Affairs Office ([aicasfstudentaffairs@aii.edu](mailto:aicasfstudentaffairs@aii.edu)).