February 16, 2016

Dear Stanbridge Graduate,

On behalf of Stanbridge College, I would like to congratulate you as you approach the end of your educational journey here and the beginning of your journey to a new career!

To celebrate your success, the Administration and Faculty at Stanbridge College are pleased to host a commencement ceremony on **Saturday, July 23, 2016 at 4:00 p.m.** at the **Bren Events Center in Irvine**. This ceremony is an opportunity for your family and friends to recognize your achievement.

Enclosed in this packet is information regarding your commencement ceremony and how to prepare for it. There are **important dates and deadlines** that need to be met in a timely matter to ensure the success of your graduation day. Please be sure to read the entire packet as many of your questions are answered within the pages.

Please note that in order to be eligible to graduate and walk in this ceremony, you must be complete in your coursework, exit exam, financial aid, remediated absences, and more. Please read this packet for more details.

Should you have any further questions, please email **graduation@stanbridge.edu**.

Once again, congratulations and we look forward to working with you in preparing for this monumental day!

Sincerely,

**Tim Powers**
Dean of Instruction
Commencement Eligibility

In order to graduate and walk in the 2016 Commencement Exercises all students must be complete in the following:

- **Coursework** – You must pass each of your required courses and your program exit exam.
- **Financial Aid** – You must meet with a Financial Aid representative to complete your exit interview. You must be up-to-date on your current payment plans and have no current late or unpaid balances for your program.
- **Remediation** – You must have all of your absences remediated.

If you are in doubt of your completion of any of the above, please contact Cynthia Barahona in Student Services at cbarahona@stanbridge.edu or 949-794-9090 x.5158.

Commencement Ceremony Decorum

The goal of the Stanbridge College Commencement Ceremony is to celebrate our graduates' achievement. Commencement is for the entire Stanbridge College community, which includes graduates, their families and friends, honored guests, faculty, administration, and staff. We ask all those who participate in and attend the commencement ceremony to conduct themselves in the most positive and respectful manner. Appropriate attire for the ceremony will be semi-formal attire for graduates and guests.

Commencement Check List

Please use the following list to prepare for your graduation. It is important that you read the entire packet for details on deadlines, orders, and event schedule. A checklist for the day of the event will be provided closer to the event.

**Pre-Graduation Activities*** - All dates in bold are required of all graduates.
*Please note all dates are subject to change.

- Pass all coursework and program exit exam. Complete current late unpaid balances, exit exams and any remediations. Check with Student Services to ensure your eligibility to participate in this Commencement Ceremony.
- **March 25th, 2016** – Deadline to RSVP to participate in the ceremony.
- **June 30th, 2016** – Deadline to purchase extra guest ticket vouchers. Extra tickets are first come, first serve. Please see the Graduation Portal for more details.
- **July 1st, 2016** – Deadline to send cohort photos to graduation@stanbridge.edu.
- **June 3rd, 2016** – Deadline to request a cord for Military Service.
- **June 23rd, 2016** – Deadline to complete Jostens Order: graduation cap, gown and tassel. Orders will be shipped to your residence before the event. Please see the Graduation Portal for more details.
- **June 3rd, 2016** - Deadline for requests for special seating for any of your guests who need wheelchair assistance to graduation@stanbridge.edu.
Commencement Guest Tickets

Graduates will receive up to five (5) complimentary guest tickets. After requesting the first five tickets, graduates must purchase extra tickets if needed. Please request how many tickets you need (up to 5) and purchase extras in the Graduation Portal.

Graduates who do not RSVP by the deadline will NOT be guaranteed tickets. They will only receive tickets should they become available due to cancellations.

Graduates do not need a ticket. All guests including infants will need a ticket to enter the venue.

Extra Tickets

All guest tickets up to 5 tickets are complimentary and do not require a fee. Additional tickets will be charged a nominal fee. All tickets sales are final and will not be refunded. If you need more than 5 tickets, extra tickets may be requested and purchased. The last day to purchase tickets is _June 30th, 2016_. Extra tickets are on a first-come, first-serve basis. Due to limited seating we can only allot a certain amount of tickets to each graduate.

Commencement Ticket Distribution and Event Information

All tickets can be printed from your Graduation Portal. If needed, you may print tickets in the Learning Resource Center on campus. If you have any issues accessing your tickets please email graduation@stanbridge.edu.
Commencement Honors for Academic Excellence

Valedictorian Honors

Stanbridge College recognizes those graduates that demonstrate a combination of high overall GPA, service to the community, and excellent attendance during their course of study. The valedictorian(s) for each class will be honored with a valedictory sash to accompany their graduation regalia, as well as a special award. Valedictory sashes will be available for pick up before the event and must be brought to the ceremony.

Commencement Honors and Honor Cords

Stanbridge College awards honor graduates who meet specified standards of academic excellence. Graduates will be recommended for graduation with honors on the basis of their overall grade point average (GPA) for all work completed. In order to be considered for honors, a student must meet a specific overall grade point average.

To visibly acknowledge those graduates that have been recommended for honors, a colored cord shall be presented to qualified graduates to accompany their regalia. Honor cords must be picked up by graduates upon check-in on the day of the event.

<table>
<thead>
<tr>
<th>Honors Designation</th>
<th>Required Overall GPA</th>
<th>Honor Cord Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 - 4.0</td>
<td>Gold</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.75 - 3.89</td>
<td>Silver</td>
</tr>
<tr>
<td>Cum Laude</td>
<td>3.50 - 3.74</td>
<td>Rustic (Bronze)</td>
</tr>
</tbody>
</table>

Commencement Cords for Military Personnel

To acknowledge those graduates that are serving or have served in the US Military, a Red, White, and Blue cord will be presented to qualified graduates to accompany graduation regalia. Please submit your request for a US Military cord to graduation@stanbridge.edu by June 3rd, 2016. Graduate military cords will be available for pick up at check-in on the day of the event.

Alumni Awards

In 2012, Stanbridge College established annual awards for its Alumni Association. These awards recognize the outstanding achievements made by our Alumni in their profession and their exemplary leadership in community service. Our goal is to highlight individuals whose achievements in critical thinking, leadership, and compassion for their community match the goals and mission of Stanbridge College.

More information and award nomination forms will be distributed as we near the commencement date.
Commencement Event Preparation

Commencement Ceremony Graduate Itinerary

A complete itinerary with timeline and important check-in times will be provided to all attending graduates as we near the commencement date.

Saturday, July 23, 2016

- Graduate Check-in:
  - Pick up honor cords and/or military cords
  - Pick up processional name cards
  - Individual portrait photos – Please note this is the only time for individual photos
- Group graduation photos – Per cohort
- Rehearsal – Graduates must attend rehearsal. If you do not attend rehearsal you may NOT walk in the ceremony.
- Processional line up of graduates
- Commencement Exercises – 4:00 p.m. – 6:00 p.m.
- Graduate Check-out:
  - Return honor cords and/or military cords

Graduate Regalia: All graduates must order their graduation cap, gown and tassel through Jostens and bring those items to the graduation ceremony. If you do not have a cap and gown you will NOT be able to walk in the ceremony. More information about Jostens will be provided as we near the commencement date.

Graduates that are graduating with honors will be receiving honor cords at check-in. Graduates who choose to receive a military cord will receive it at check-in. All graduates are required to return their honor and military cords after the ceremony. If a graduate wishes to keep their honor cords, they will be able to purchase their cords for $7.00 each at the end of the ceremony. If unable to purchase at the ceremony, graduates may purchase honor cords in Suite 107 on the Stanbridge College campus starting July 25, 2016. If a graduate fails to return or purchase these items, it may result in the withholding of their diploma.

Guest Seating: Please inform your guests that seating will begin promptly at 3:00 pm. There will be designated areas for those that need wheelchair assistance. Should your guests require wheelchair assistance, please make your request in the Graduation Portal by June 3rd, 2016. Please note that we do not allow any graduate to hold seats for guests prior to the ceremony.

Food and Beverages: Gourmet desserts and beverages will be provided to all graduates and guests after the ceremony.

Commencement Ceremony Venue and Address

Bren Events Center
100 Mesa Rd, Irvine, CA 92697
Located at the University of California, Irvine
www.bren.uci.edu

Parking: The 1,300 vehicle parking structure is immediately adjacent to the Bren - additional lots and structures nearby. Parking fees are $10.00 per day/event.

Stanbridge College will provide graduates with a detailed map of where to park and check in at the Bren Events Center as we near the commencement date.
Directions to Venue

FROM LOS ANGELES - 5 FREEWAY

5 Freeway South to 55 Freeway South
55 Freeway South to 73 Freeway South
Exit at University Drive and turn left
University Drive to Mesa Road, turn right
The Bren Events Center is on the right hand side on the corner of Mesa and West Peltason

Parking: Proceed up Mesa Road until you see a Parking Structure on your right. That is the Parking Structure for the Bren Events Center, the Bren is right behind it. Follow signs for alternative parking locations.

FROM LONG BEACH - 405 FREEWAY

405 Freeway South to 73 Freeway South
Exit at University Drive and turn left
University Drive to Mesa Road, turn right
The Bren Events Center is on the right hand side on the corner of Mesa and West Peltason

Parking: Proceed up Mesa Road until you see a Parking Structure on your right. That is the Parking Structure for the Bren Events Center, the Bren is right behind it. Follow signs for alternative parking locations.

FROM SOUTH ORANGE COUNTY/SAN DIEGO:

405 Freeway North
Exit University/Jeffrey and turn left (west)
University Drive to Mesa Road, turn left
The Bren Events Center is on the right hand side on the corner of Mesa and West Peltason

Parking: Proceed up Mesa Road until you see a Parking Structure on your right. That is the Parking Structure for the Bren Events Center, the Bren is right behind it. Follow signs for alternative parking locations.

For more directions please visit: http://www.bren.uci.edu/Directions/index.html
Graduate Diploma Pick-up

Graduates will receive a diploma cover at the commencement ceremony, not their actual diploma. Diplomas are typically not received at graduation ceremonies to prevent damage, mix-ups or other unforeseen issues.

If you have not already picked up your diploma and/or honor certificates you may do so by contacting Zeina Elali at zelali@stanbridge.edu or Evelyn Zelada at ezelada@stanbridge.edu. Once your request is processed and your diploma is approved, your diploma can be picked up in Building 2041, Suite 107 Monday – Friday between 9:00 a.m. and 5:00 p.m. If you are unable to pick up your diploma, you may email Zeina Elali at zelali@stanbridge.edu or Evelyn Zelada at ezelada@stanbridge.edu with name of the person you are allowing to pick up your diploma or it can be mailed to you. The mailing fee is $7.00 due to the special protective envelope it has to be sent in.

Stanbridge College Career Services

The next step towards your career

The Career Services Department wants to inform you of the valuable resources that are at your fingertips upon graduation! Become a member of the Stanbridge College Alumni Association and have access to:

Extended Career Services:
- Resume and Portfolio Building
- Mock Interviews
- Job Placement Assistance
- Career Fairs
- Exclusive Alumni Workshops
- Networking Events

Please contact Career Services department at 949-794-9090 to become a member of the Stanbridge College Alumni Association.

Networking Groups

Network with fellow alumni, business leaders and colleagues through the Stanbridge College Alumni Network on LinkedIn.

Stay connected with Stanbridge on Facebook at www.facebook.com/stanbridgecollege

Chat with us on Twitter at www.twitter.com/mystanbridge

Stanbridge College