



DEPARTMENT OF HISTORY  
HISTORY.BERKELEY.EDU

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March 2, 2018

Dear Graduate,

We are pleased to invite you and your family to attend the Commencement Exercises of the Department of History on Wednesday, May 16 at 9:30 a.m. in Zellerbach Auditorium.

A reception for graduates and their guests will be held in Ishi Courtyard immediately following the ceremony. I hope very much that you and your friends and family will attend this special celebration. Please refer to the following page for many details about the ceremony.

Cordially,  
James Vernon  
Vice Chair of Graduate Studies

# HISTORY COMMENCEMENT CEREMONY

Wednesday May 16, 2018, 9:30 a.m.

Zellerbach Auditorium

Speaker: TBD

**The Event:** **8:30 a.m.** Doors open for guest seating, followed by musical interlude from 8:30–9:30 a.m. **Graduating MA and PhD students assemble backstage for processional.**

**Ceremony begins promptly at 9:30 a.m.**

**The Aftermath:** The ceremony itself should end at around 11:30 a.m. A reception for graduates and their guests will immediately follow the ceremony in Lower Sproul Plaza. Refreshments will be served.

We hope that the following details will answer most of your questions about the graduation proceedings; if not, please contact Todd at [history-gradadvisor@berkeley.edu](mailto:history-gradadvisor@berkeley.edu). Additionally, check the department website for updates.

**Simple Instructions:** **Arrive by 9:00 at the absolute latest.** If you wish to have a headshot taken by the photographer, you will need to arrive no later than 8:45 (note that there is no obligation to purchase the photo and you get a free proof). Find Todd in the backstage area **on the left side of the stage as you enter the auditorium.** There is nowhere to store personal belongings backstage, so be sure to leave any purses, umbrellas or other items with family or friends. Resist the urge to go to the right (faculty side) of the stage area, even if you are directed there by the ushers. You now look like faculty, but really still do belong on the left (student side) of the stage a bit longer. Todd will direct you to your position in line, giving you a card with a number on it, and a map with a diagram of the stage showing how you will process. Please line up according to the number on your card. Despite the temptation to look for family and friends, don't veer too far from the procession line.

**Processional:** You will then "process" from the backstage into the seating area on stage when directed to do so. Each seat on stage will have a name card taped to it, and it also corresponds to the same order as the numbered cards that Todd handed to you. In order to avoid problems, please remain in the processional order and do not deviate from your assigned seat. **Proper placement of the doctoral hood is draped over your arm.** You will carry it this same way when you later walk across the stage to be hooded by the Department Chair.

**Order of Events:** The first order of the day will be the speeches. Next is the announcement of awards and prizes. After that comes your moment in the limelight... the PhDs will be first up to receive their "diplomas." The Vice Chair of Graduate Studies will be announcing the names of all graduate degree participants, and the Department Chair will offer a handshake and do the honor of hooding each graduate. There is a photographer positioned to capture the moment, so exhale, and try to look relaxed.

**Notice of Intention to Attend:** Register at [history.berkeley.edu/commencement](http://history.berkeley.edu/commencement), between **March 5–April 30**. Please be certain to use the **Graduate Student Registration Form**.

To get your four **(4) free tickets**, you must register online by **Friday, April 6**. If you miss the free ticket deadline of April 6, you may still register to participate with the online form until **April 30**. Any registration **after April 30** should be directed to Anne at [history-ssc@berkeley.edu](mailto:history-ssc@berkeley.edu) and we'll see what we can do. You may purchase tickets through Cal Performances, **April 10–May 16, 2018**.

In order to keep the ceremony lively and your loved ones awake, the Department Chair includes a few student stories in his speech. When registering for commencement, you will be asked to list your notable accomplishments and activities, and to provide a brief anecdote that might help the audience understand what the process of earning your degree in history has been like.

**Tickets:** Tickets are required of all guests (not you). There are two ways to get tickets:

1. **Register for the History Commencement online and get 4 FREE tickets.** Grads are entitled to 4 FREE tickets if you register online at [history.berkeley.edu/commencement](http://history.berkeley.edu/commencement) by **April 6**.
2. **Buy tickets through Cal Performances, April 10–May 16.** Commencement tickets may be purchased through Cal Performances in person at the Zellerbach Hall ticket office, by phone, and online. Tickets are \$10 each.

We recommend that you purchase in advance to ensure that you secure the extra seats for your guests; if tickets are still available, they will be sold at the venue on Commencement Day.

No tickets will be sold through the History department.

Graduating students who sign up for our commencement ceremony online by the April 6 deadline are eligible to pick up four free tickets. **The distribution of free tickets will be handled directly through Todd beginning April 16.**

Since there will **NOT be reserved seating**, tell your adoring public to get there early for the best view. Please direct your family and invited guests to our website for more details: [history.berkeley.edu/content/commencement](http://history.berkeley.edu/content/commencement)

**Accessibility:** The ceremony and reception are wheelchair-accessible. If you require any form of accommodation to participate fully in the commencement ceremony including special parking arrangements, please contact [history-events@berkeley.edu](mailto:history-events@berkeley.edu). Please request accommodations as soon as possible since some types of accommodations take several weeks to arrange. In most cases, the University can respond to requests for accommodations up to a week prior to the event.

**The Speeches:** Would you like to share the stage with our featured speaker? Submit a draft of a five-minute speech to Todd in 3310 Dwinelle by Friday, **April 6**. A committee will select the most brilliant and appropriate from among this stellar group. If it's yours, you give the graduate address to your graduating class.

**The Costume:** Caps and gowns are optional, but 99% of participants wear the gear. Go to the Cal Student Store (it is vastly cheaper for doctoral regalia, and is the ASUC official store) to purchase your apparel. They no longer provide rental gowns, but have a low cost doctoral package is \$125 and includes a black gown, hood and doctoral tam. Please note *it is biodegradable*. If you are interested in purchasing a higher quality version of a cap and gown in official Berkeley Blue you may either order it from a non-campus vendor, Cap and Gowns or PhinishedGown. Cap and Gown's price depends on the number of sets ordered on one invoice, but it is generally approximately \$400. Check the website [capandgowns.com](http://capandgowns.com) for details. For additional options, check [phinishedgown.com](http://phinishedgown.com). The ASUC and Cal Student Store will hold a "myGrad" event from **April 2–4 from 10 a.m. – 4 p.m.** in Lower Sproul Plaza where you should be able to view the options. They offer discounts on their cap & gown packages when ordered at the "myGrad" event.

You may order the standard biodegradable regalia through the Cal student Store beginning **March 25. If you wish to order the higher quality regalia you may do so any time now, but must get your order in by approximately March 20** as they are custom made and will take six to eight weeks to arrive.

Whichever kind of regalia you choose, your tassel goes on the left of your cap/tam. And since you presumably already have the BA, you won't be moving it during the ceremony.

**Diplomas and Other Pieces of Paper:** You will receive only a souvenir certificate at graduation. Diplomas will be mailed to your permanent address approximately four months after graduation. Make sure you update CalCentral with your future address. If you need proof of graduation before then, you can obtain a [Certificate of Completion](#) from Graduate Division (Sproul Hall), though note it may take up to three weeks to process.

Congratulations,

Todd Kuebler  
Graduate Advisor