Dear Graduate,

We are pleased to invite you and your family to attend the Commencement Exercises of the Department of History on Tuesday, May 20\textsuperscript{th} 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,

Margaret Chowning
Vice Chair of Graduate Studies
## History Commencement Ceremony
**Tuesday May 20th, 2014, 9:30am**
Zellerbach Auditorium

http://history.berkeley.edu/commencement
Speaker: Nicholas B. Dirks, Chancellor and Professor of History, U.C. Berkeley

| The Event:          | 8:30 am: Doors open for Guest Seating  
Graduating MA and PhD students assemble backstage for processional. |
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<td>The Aftermath:</td>
<td>The ceremony itself should end at around 11:30 a.m. A reception for graduates and their guests will immediately follow the ceremony in Ishi Courtyard. Refreshments will be served.</td>
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We hope that the following additional details will answer most of your questions about the graduation proceedings; if not, please contact Kira at history-ssc@berkeley.edu or 510-643-8995. 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 Mabel in the backstage area on the left side of the stage as you enter the auditorium. 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. When you find Mabel she will be directing students to their position in line. She will give 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, please don’t veer too far from the procession line.

**The Processional:**
You will then “process” from the backstage into the seating area on stage when directed to do so. When the music plays, it’s time to process and you must be in the right order. Each seat on stage will have a name card taped to it. In order to avoid problems, it is essential that you arrange yourselves in the correct order for the procession and do not deviate from your assigned seat. **Please do not wear your doctoral hood.** You will have it draped over your arm as you walk across the stage to our chairman. You will be hooded on stage by the chair of the department.

**Then:**
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 online at history.berkeley.edu/commencement. To get your four (4) free tickets, you must register online by Thursday, March 27th. Please be certain to use the Graduate Student Sign Up form. Note that registration goes live on March 10th.

If you miss the early deadline, the online registration form will be available until May 2nd, so that you can still register to participate.

In order to keep the ceremony lively and your loved ones awake, the Department Chair likes to include a few student stories into her speech. When you register for commencement you will be asked to list your notable accomplishments, activities you have participated in and to provide a brief anecdote that might help the audience understand what it’s been like to be a member of this department or 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 by March 27th.

2. **Buy tickets through Cal Performances beginning April 14th.**
   Commencement tickets may be purchased through Cal Performances in person at the Zellerbach Hall Ticket Office, by phone, and online. Tickets are $6 each (limited to 6 tickets per person).

Tickets have sold out prior to the ceremony in past years; 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 March 27th deadline are eligible to pick up four free tickets. The distribution of comp tickets will be handled directly through Mabel in early April. These tickets are in addition to the 6 tickets that you are eligible to purchase through Cal Performances.

Please limit your ticket purchases to those tickets you can actually use. If ten tickets cannot even begin to satisfy the needs of your huge entourage, please contact Kira (643-8995; history-ssc@berkeley.edu) by March 29th. We also may have an informal student ticket exchange for students wishing to buy or sell tickets. Check the website in April for more details.

Friends, Lovers, Relatives, and Crashers:

Although we will be in the lovely (and weatherproof) Zellerbach Auditorium, space is at a premium. Rather than limit your guest list however, we suggest you plan to purchase enough tickets sooner rather than later. 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.

Accessibility:

The ceremony and reception are wheelchair-accessible. Individuals who wish to request disability-related accommodations, including special parking arrangements, should contact the department at history_commencement@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 one 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 Mabel Lee in 3310 Dwinelle by Monday April 7th. 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. If you intend to submit a draft, please notify Mabel at mabel@berkeley.edu by March 31st.

The Costume:

Caps and gowns are optional, but 99% of participants wear the gear. Go to the Cal Student Store to purchase your apparel. They no longer provide rental gowns, but have a low cost doctoral package that starts at around $120. This includes the purchase of a black gown with velvet panels, a hood and the rental of a doctoral tam (the hat). If you wish to purchase a tam it will cost an extra $115. Please note the LOW COST REGALIA 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 though the student store (they have two versions, $500-$700 for the gown depending on quality, $150 for the hood and $135 for the tam) or you may order from a vendor not affiliated with the Cal Student Store, Cap and Gowns Dot Com. Cap and Gown’s price depends on the number of sets ordered on one invoice, but it is generally approximately $400. Check the website
The Costume (continued):

http://capandgowns.com for details. If you’d like to see what the biodegradable set looks like before making your decision you can stop by Kira’s office (3313 Dwinelle) where one purchased last year is currently housed (and appears not to be biodegrading at all).

You may order the standard biodegradable regalia through the Cal student Store beginning at the end of March. **If you wish to order the higher quality regalia you may do so any time now but should get your order in by March 14th** as they are custom made and will take eight weeks to arrive.

Whichever kind of regalia you choose, remember if you wear a hat your tassel goes on the left. And since you presumably already have the BA, you won’t be moving it during the ceremony.

The Gift Hint: You can purchase Invitations or Announcements of Graduation at The Cal Student Store. Contact them and ask about their “Grad Packs” which bundle cap and gown purchase with personalized announcements. You can also order them online through Jostens at: http://college.jostens.com/jostens/?affiliateId=1003200

Diplomas and Other Pieces of Paper: You will receive only a souvenir certificate at graduation. Diplomas will be mailed to your permanent address approximately 4 months after graduation. Make sure you update bearfacts with your future address. If you need proof of graduation before then you can obtain a **Certificate of Completion** from Graduate Division (in Sproul Hall), though note it may take up to three weeks to process.

Congratulations,

Mabel Lee
Graduate Advisor