Dear Graduate,

We are pleased to invite you and your family to attend the Commencement Exercises of the Department of History on Tuesday, May 21st 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,

Maureen Miller
Vice Chair of Graduate Studies
History Graduation Ceremony
Tuesday May 21st, 2013, 9:30am
Zellerbach Auditorium

http://history.berkeley.edu/graduation
Speaker: Anthony D. Romero, Executive Director of the American Civil Liberties Union.

The Event:
8:30 am: Doors open for Guest Seating
Graduating MA and PhD students assemble backstage for processional.

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 Ishi Courtyard. Refreshments will be served.

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 and make certain that the button is unfastened. 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. The graduate student speaker, who will be seated with the faculty, will insert him/herself into the line before walking across the stage.

Notice of Intention to Attend:
Register online at history.berkeley.edu/graduation. If you register online by Friday, April 5th, you will get four (4) free tickets. Please be certain to use the Graduate Student Sign Up form. Note that registration goes live on Feb 26th.

If you miss the early deadline, the online registration form will be available until April 30th, so that you can still register to participate.

In order to keep the ceremony lively and your loved ones awake, the Department Chair includes a few student stories into his speech. When you register for commencement you will be asked to list your notable accomplishments or activities, and to provide brief a anecdote that might help the audience understand what it’s been like to be a member of this department, what the process of earning your degree in history has been like, or perhaps just a moment that you will think back to about your time as a history grad student. Really, your family would love to know where you’ve been for the past few years.
Tickets:

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

1. **Register for the History Graduation online and get 4 FREE tickets.**
   
   Gradrs are entitled to 4 FREE tickets if you register online at [history.berkeley.edu/graduation](http://history.berkeley.edu/graduation) by April 5th. Registration - which is how we know you’ll be there - opens February 26th. Once you complete the registration you will get an individual code that will allow you to claim your free tickets at commencement.berkeley.edu, the main Berkeley commencement website. Be certain to select the History Departamental Graduation Ceremony when you order your tickets by clicking on the “1” next to history. You can buy tickets online through May 12th.

2. **Buy tickets online beginning February 26th.**
   
   If four tickets aren’t enough for your nearest and dearest (or if you register after April 5th) you can buy tickets at commencement.berkeley.edu. Additional 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. **Cash or check only on May 21st.**

No tickets will be sold through the History department. All tickets must be ordered online and tickets can be picked up in the History Department office beginning March 11th. Graduating students must appear in person at the main History office (room 3229 Dwinelle) with their student ID card in order to pick up their tickets unless they designate someone else as their ticket collector when they order them. The office is open from 10-12 and 1-4 Monday through Thursday and 10-12 on Friday.

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 (510-643-8995; history-ssc@berkeley.edu) by April 5th. We may have an informal student ticket exchange for students wishing to buy or sell tickets. Check the website in April for more details.

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 Friday April 5th. 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 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 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 two years ago 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 8th 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 “diploma address” on bearfacts, so be certain to update it. If you haven’t updated your diploma address your diploma will be sent to the permanent address listed on bearfacts. If you don’t have bearfacts access contact Mabel and she can update your addresses for you. Your diploma should arrive approximately 4 months after graduation. If you need proof of graduation before then you can obtain a Certificate of Completion from Graduate Division (in Sproul Hall).

Congratulations,

Mabel Lee
Graduate Advisor