

# The Art Institute of California<sup>SM</sup> - Orange County

April 20, 2012

Dear Potential Graduate,

The commencement ceremony for Winter and Spring 2012 graduates is fast approaching and there are some details that need to be communicated. A venue change has taken place for the commencement ceremony that will take place on **Friday, June 15, 2012**. The ceremony is scheduled for **1:00 p.m.** at the **Irvine Marriott Hotel**, which is located at 18000 Von Karman Avenue, Irvine, CA 92612. The ceremony will be held in the Grand Ballroom and is accessible via the ground level of the self parking structure. Discounted self parking is available at \$6.<sup>00</sup> per car and valet parking is available at \$10.<sup>00</sup> per car. Unlike prior commencements, there will not be a shuttle available between campus and the commencement venue. ***All graduates must attend a rehearsal at 11:00 a.m. on the day of graduation to ensure a smooth program.***

Seating for the commencement ceremony will be limited. Each graduate will be issued five graduation tickets for the upcoming ceremony. These tickets may be picked up in the Student Affairs office starting on **Monday, May 14, 2012**. All graduates are asked to notify Student Affairs if they will be participating in the commencement ceremony. Please r.s.v.p. with Erika Vogt, International Student Advisor, at 714-338-1314 or [evogt@aii.edu](mailto:evogt@aii.edu), to let us know the number of guests that will be joining you. For those with out-of-town guests planning to attend the ceremony, the Irvine Marriott has made available a limited number of hotel rooms at the discounted rate of \$99 per night (plus applicable state and local taxes). To receive the discounted rate, contact the Irvine Marriott Hotel at 800-228-9290 and ask for The Art Institute of California — Orange County Commencement Group Rate.

All students participating in the graduation ceremony will be required to wear a cap, gown, and tassel approved by the Student Affairs department. You may purchase your cap, gown, and tassel at any time by contacting Jostens at 1-800-854-7464 or online at: <http://www.jostens.com/apps/jcom/college.mvc?affiliateId=1376978>. The anticipated cost for the cap, gown, and tassel is \$21.<sup>85</sup>, plus an additional shipping & handling charge (around \$11.<sup>25</sup>) and your local sales tax. You may also purchase personalized graduation announcements through Jostens.

If you are interested in representing your graduating class at the commencement ceremony, you may apply for two special honors: 1) giving the student commencement address, and 2) singing the national anthem. If you are interested in applying for either of these honors, applications are available and must be returned to the Student Affairs office. The deadline to apply for both honors is **Monday, May 21, 2012** by 5:00 p.m.

Please remember that you won't receive your diploma until you've completed the *Petition to Graduate* form, as well as the *Graduation Clearance/Checklist form*, which needs to be signed off by the following departments: Accounting, Equipment Cage, Financial Aid, Library, Student Affairs, and Career Services. The completed *Graduation Clearance/Checklist* must be returned to Career Services as the final step in the process.

If you have any questions about graduation or the commencement ceremony, please feel free to contact Erika Vogt, International Student Advisor, at 714-830-0267 or [evogt@aii.edu](mailto:evogt@aii.edu), or contact Steve Rickard, Dean of Student Affairs, at 714-830-0270 or [srickard@aii.edu](mailto:srickard@aii.edu). I look forward to your participation at the upcoming commencement ceremony.

Sincerely,



Steve Rickard  
Dean of Student Affairs  
The Art Institute of California – Orange County