



# GUIDE FOR GRADUATES

**COMMENCEMENT: Tues, June 5, 2018 - Promptly at 5:00 p.m. – SSB Lawn**  
9000 Overland Avenue | Culver City, California 90230 | (310) 287-4200

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## Congratulations, West Los Angeles College Graduates!

This guide has been created to assist you in planning for your graduation.

Commencement begins at 5:00 pm. The processional will begin promptly at 4:55 p.m. Graduation is approximately 2 hours.



### ■ CONFIRMATION OF PARTICIPATION

To confirm your participation in the 2018 Commencement Ceremony please visit: [Graduation Confirmation](#)

### ■ REHEARSAL

There will be two graduation rehearsals:

**Friday, June 1<sup>st</sup> at 10:00 a.m., and Monday, June 4<sup>th</sup> at 2:00 p.m.**

Both rehearsals meet at the SSB/GC Quad. It is highly recommended you attend one rehearsal. You do not need to attend both. There is a "Question and Answer" period at the end of each rehearsal. Wear your walking shoes.

### ■ STUDENT RECEPTION

Light refreshments will be served and entertainment provided in your honor beginning at 2:30 pm at the SSB/GC Courtyard.

### ■ ASSEMBLY FOR GRADUATION

Graduates will assemble at the SSB/GC Quad. You may wear sunglasses if necessary. Due to the grass of the SSB Lawn, high heels are not recommended for both graduates and guests. Leave purses with friends or relatives. They cannot be carried in the procession. The college is not responsible for lost or damaged items.

### ■ CAP AND GOWN PURCHASE

Students may purchase their Cap and Gown from the WLAC Bookstore effective immediately at a cost of \$35.95 plus tax. The bookstore is also selling commemorative graduation sashes starting at \$39.95 plus tax.

Place gowns on a hanger as soon as possible to eliminate wrinkles. During the procession, the tassel is worn on the RIGHT side of the cap. After your degree is conferred, the tassel is changed to the LEFT.

### ■ ANNOUNCEMENTS/INVITATIONS

Personalized invitations of your graduation can be placed online at <https://www.cbgrad.com/order/start>

### ■ HONOR CORDS

Honor students may pick up their honor cords at the WLAC Bookstore if you have a cumulative GPA for your earned Associate's degree listed below. GPA calculation includes all external transcripts on file up to Winter 2018.

**Summa Cum Laude** 3.70 – 4.00 GPA Gold cord

**Magna Cum Laude** 3.50 – 3.69 GPA Blue & Gold cord

**Cum Laude** 3.00 – 3.49 GPA Blue cord

#### **Bookstore Hours:**

Mon – Thurs: 9:30 a.m. - 7:00 p.m. Fri: 8:30 a.m. - 2:00 p.m.

Telephone: (310) 287-4560

#### **Admissions and Records Office Hours:**

Mon & Thurs: 8:30 a.m. – 5:00 p.m. Tues & Wed: 8:30 a.m. – 7:00 p.m. Fri: 8:30 a.m. – 1:00 p.m.

Telephone: (310) 287-4501

#### **ASO Hours:**

Mon & Thurs: 8:30 a.m. – 5:00 p.m. Tues: 8:30 a.m. – 6:30 p.m. Wed: 8:30 a.m. – 7 p.m. Fri: 9:00 a.m. – 1:00 p.m.

Telephone: (310) 287-4426

## ■ GRADUATION KEY DEFINITION

**Graduate** - a student who has completed all course work prior to the end of the spring semester.

**Candidate for Graduation** - a currently enrolled student who will complete courses toward an AA or AS degree in Spring.

**Participant in Graduation** – a student at the end of the Spring semester who requires six units or less to complete an AA or AS Degree. Participant GPA is not calculated for honors.

**Certificate of Achievement** – a student who has or will complete a state approved program of 18 units or more.

## ■ NAME CARDS

At the commencement ceremony, you will be provided a name card that: 1) will be used by the Commencement announcer to phonetically pronounce your name and 2) your contact information will be used to send you proofs of your photos. Please write legibly.

## ■ PHOTOGRAPHER

The official photographer for the ceremony is Grad Images. They will photograph you as you walk across the stage. No other professional photographers are authorized to take pictures of graduates. Please exercise caution as students have lost money to individuals posing as photographers during graduation.

## ■ STUDENTS WITH SPECIAL NEEDS

An interpreter for the deaf will be assisting with the graduation ceremony. If you require additional special assistance, please inform the ASO Office at (310) 287-4426 prior to Monday, May 28, 2018.

## ■ DIPLOMAS & CERTIFICATES

Awards for Spring will be available for pickup in November at the Admissions and Records Office. You will be notified by email.

## ■ FYI - PUBLICATION PHOTOS WILL BE TAKEN:

*Please be aware that photos which may be used in West Los Angeles College publications, advertising or on the web site will be taken during the graduation ceremony. No additional permission will be sought by WLAC to use images taken at this public event of either the graduates or their guests. Any graduate or guest pictured in a photo used by WLAC will not receive monetary or other compensation.*

## ■ DIRECTIONS TO CAMPUS

From the San Diego Freeway (405) South: Exit on the Jefferson off-ramp. Go left on Jefferson across Slauson and Sepulveda where Jefferson becomes Playa, this becomes Overland. Continue to Freshman Drive and turn right.

From the San Diego Freeway (405) North: Exit on the Jefferson off-ramp, turn right on Jefferson and continue across Slauson and Sepulveda where Jefferson becomes Playa (Overland). Continue to Freshman Drive and turn right onto the campus.

## ■ PARKING

Arrive early for best parking. Students, parents, and guests may park in Lot 5 and the Parking Structure Watch for signs and directions for handicap parking. The Sheriffs will cite for red zone and handicap parking violations.

For parking and map, please refer to <http://www.wlac.edu/graduation/Graduation-Information/Graduation-Parking.aspx>.