



GRADUATION 2005

Student Quick Reference Guide The Cal Student Store



❖ CAP & GOWN RENTAL

Cap and gown rentals begin on Monday February 28, 2005 and continue throughout May. There is no need to pre-order. The caps are one size fits all, and the gown size is determined by your height. The rental includes a cap, gown, tassel with a 2005 drop date, and hood (for Masters and Doctors only). The gown (and hood) must be returned by Friday, June 3, 2005 or a progressive late fee will be charged, and your diploma will be held by the university until payment has been made. You keep the cap and the tassel.

Graduate Rentals: includes gown, hood (if applicable*), cap, and tassel with a 2004 drop date.

Bachelor	\$40.00
Master*	\$65.00 (includes hood)
Doctor*	\$69.00 (includes hood)

NOTE: Since we rent gowns throughout May, most people can rent as late as the day of your ceremony. However, please allow for a ½ hour wait in line, especially within the first three days as they are extremely busy. We recommend renting early. If possible, please come after the first three days during the off-peak hours of the early morning or late afternoon.

❖ GRADUATION ANNOUNCEMENTS

Graduation announcements are formal notices to send to family and friends announcing your graduation. Announcements come in two forms: generic or personalized.

Generic announcements come in packs of 10 for \$14.00 and include announcements, inner and outer envelopes, and cards upon which you can write your name and degree. Spanish generic announcements are also available in packs of 10 for \$14.00.

Personalized announcements announce your name, major, degree, and day, date, time, and location of your ceremony in the text of the card. They come with inner and outer envelopes and a plastic envelope filer. The minimum order is 25 announcements for \$50.00, after which you can order more in sets of 10 for \$20.00. You may also include an additional line of text to announce honors, emphasis in, minor, or double major at no extra charge. There is enough room to include two dates on your announcement, so double majors can choose to include both dates if desired. Personalized announcements are available for pick-up 48 hours after receipt of purchase from the Cal Student Store.

NOTE: Announcements are formal notices, not invitations. You may include an invitation with your announcement. Invitations are issued by the administration office of your college. Some departments have limited space available in their venue and others allow you to bring as many people as you like. Check with your department regarding their invitation policy before you begin inviting people.

Announcements should arrive at their destination at least two weeks prior to your ceremony. They come with inner and outer envelopes. The outer envelope should be addressed formally (i.e. Mr., Mrs., Ms. With full name spelled out). The inner envelope may be addressed informally (e.g. Mom, Aunt Beatrice, Cuddlecakes, etc.). Etiquette seals are used to seal the inner envelopes and are available in packs of 25 for \$8.00.

❖ GRADUATION STOLES

Students also have the option of wearing a UC Berkeley stole of gratitude to their graduation ceremony. A length of satin with a special embroidered UC Berkeley seal, the stole can be worn by any student to decorate the graduation gown. The stole can be embroidered to include the name of a fraternity/sorority, student organization/club, sports team, or with "Class of 2005." The commemorative stole of gratitude is a symbol of your accomplishments at UC Berkeley. It is designed to be worn during commencement and then presented as a token of appreciation to a family member, friend, and/or mentor who has supported you emotionally or financially throughout your academic career. The stole hangs around the back of the neck, with the two ends lying flat on the chest. Because of the fine satin, the stole tends to slip during heavy movement, so we recommend pinning the stole from the inside to the graduation gown to avoid hassle. Especially nice for graduation pictures and regal-looking when worn in ceremony, the stole is available for purchase for \$25.00.

❖ GRADUATION PACKAGES

Take care of all your graduation worries with one order! Grad packs include everything you need for graduation. Order forms and samples are in the Cal Student Store. Grad Packs are available starting Monday, February 28, 2005. Please see the store or call about shipping grad packs.

Grad Pack #1	Gown (& Hood*) Rental	Bachelor	\$125.00
	Cap and Tassel	Master*	\$140.00
	25 Personalized Announcements	Doctor*	\$150.00
	25 Thank You Cards		
	25 Etiquette Seals		
	Diploma Cover		
	One Year Membership to California Alumni Association		
Grad Pack #2	Gown (& Hood*) Rental	Bachelor	\$225.00
	Cap and Tassel	Master*	\$240.00
	25 Personalized Announcements	Doctor*	\$250.00
	25 Thank You Cards	JD/OD*	\$260.00
	25 Etiquette Seals		
	Deluxe Medallion Diploma Frame		
	One Year Membership to California Alumni Association		

❖ GENERAL INFORMATION

Hotels are already filling up for May. If you have family or friends coming to your ceremony from out of town, please ask them to make reservations immediately.

If you are graduating with honors, then you are eligible to purchase an honor cord for \$15.00 to wear during your ceremony. The honor cord is a double gold rope that hangs from the back of your neck and dangles in front. You MUST be on your department's honor list and be prepared to show student ID.

For Masters and Doctors, you can rent hoods to wear during your ceremony. A hood is a cowl-type decoration worn around the neck that hangs down the back. There is a velveteen strip of material that reflects the degree and the inside opens up to satin which reflects the institution where the degree was conferred. The hood should be worn such that, from the front, the satin is on bottom and the velveteen is on top, closest to the head. Here are some color examples. Please see the store for more color identities.

Ph.D.	Royal Blue	Master of Science	Gold
EDD	Light Blue	Master of Engineering	Orange
DPH	Salmon	Master of Arts	White
JD	Purple	MBA	Beige

We order hoods based on the department estimates of graduates. Please know your degree prior to rental. There have been many students who have assumed they have one degree title and were wrong. You'll end up in the ceremony wearing a hood color that is different from your classmates. For example, a Masters OF Engineering is different from a Masters of Science IN Engineering. Not all Doctor degrees are a Ph.D. However, a Ph.D. is universal, so a Ph.D. in Education will have the same color as a Ph.D. in MCB.

If you already have a graduate degree, it is not proper to wear two hoods, or to wear a hood of an already conferred degree while receiving another. If you plan on teaching and will later attend ceremonies as a faculty member, you should wear the hood reflecting the highest degree earned or if two equal degrees, pick one.

You can also purchase your graduation gown and hood. We carry velvet PhD hoods and tams (in blue or black) in stock at the store for immediate purchase, and can order custom gowns. We guarantee gowns will arrive in time for May ceremonies if ordered by March 11, 2005. Any customers ordering gowns after the 11th will receive free rental regalia. Purchase custom regalia is highly recommended for students that will continue in education, e.g. teaching, and participate in graduation ceremonies as a professor in the future. Please stop by the Cal Student Store for more details or to have measurements taken.

- ❖ **GRAD FAIR!!! April 5, 6, and 7, 2005** To make things easier, we have dedicated three days in the month of April to fulfill all of your graduation needs. You'll have a great opportunity to get everything done in one trip including ordering grad packs, gown rentals, and announcements. You will also receive information about rings, yearbook, Alumni Association Membership, and post-graduation planning with the Career Center and Kaplan testing services. Come and enter in a chance to win prizes from the above organizations.

FOR FURTHER QUESTIONS PLEASE CALL US AT 510.642.7028 OR SEE US AT THE GRADUATION DEPARTMENT OF THE CAL STUDENT STORE. A FULL LIST OF CEREMONIES IS AVAILABLE IN THE STORE.

CONGRATULATIONS!