



Please save the date for The College of Science Fall Commencement:

DATE: Thursday, December 20, 2018

TIME: 9:30am -12:30pm

LOCATION: SJSU Event Center

The commencement website, sjsu.edu/commencement and FAQ have been updated with information and dates for the December Commencement ceremonies.

Intent to Participate:

Eligible Summer 2018 and Fall 2018 graduates will receive an e-mail the week of October 29 inviting them to complete the Intent to Participate form. All those who complete the Intent to Participate form by November 12 will receive instructions to request guest tickets and provide name pronunciation information beginning November 13. Those who complete the Intent to Participate form after November 12 will receive notification to claim their tickets the next day.

All graduates planning to participate should complete the Intent to Participate form by **November 16**. (continue next page)

Name Verification:

To ensure that their names are listed correctly in the Commencement book, students should log on to their SJSU account at one.sjsu.edu to review their name as it is officially listed in SJSU's records. If a student needs to change their official name in university records, they should download the [Change of Name](#) form. They can either submit it to the Office of the Registrar at the Student Services Center or mail it to the address at the top of the form (a copy of a proof of name change legal documentation and picture ID must be included with the form). The easiest way to verify the accuracy of the name as recorded is by viewing an unofficial transcript.

http://www.sjsu.edu/registrar/students/change_of_name_address_contact/index.html

Guest Tickets:

Graduates will receive access to Marching Order starting on November 13 to claim guest tickets. Each graduate will receive an initial allocation of six (6) tickets for their ceremony. If additional tickets for their ceremony can be released, students participating in those ceremonies will be notified on Thursday, November 29.

GradFest:

The Spartan Bookstore will host GradFest November 6-8. It's the graduates' first opportunity to purchase regalia, announcements and graduation-related gift items. They can also access regalia and announcements online at <http://colleges.herffjones.com/college/sjsu/>.

Honors Medallions:

Qualifying students may pick up their medallion at the Spartan Bookstore, beginning at Grad Fest on Tuesday, November 6. Eligible students will be notified by e-mail.

Faculty Regalia:

Faculty will be notified by e-mail on Tuesday, October 30 that they can rent regalia from the Spartan Bookstore at no cost for Fall Commencement. Orders will be accepted through November 21 online and delivered to their homes with a shipping label provided for easy return. Please share this e-mail with faculty in your college as we know many faculty members use multiple e-mail addresses.

Copies of communication to students and faculty will be shared via this distribution list. If a member of your department should be added to the list, please reply to this message with that information. Updated responses to the Intent to Participate form and copies of communication will be shared in the Commencement Google Team Drive.

Sincerely,
SJSU Special Events