Dear members of the Class of 2012:

On behalf of the faculty and staff of Soka University of America (SUA), I would like to extend my sincere congratulations to you on your upcoming graduation in May. This year we honor the academic achievements of the undergraduate students completing their bachelor’s degree program in Liberal Arts, and the Graduate School students completing their master’s degree program in Second and Foreign Language Education with a concentration in Teaching Japanese as a Foreign Language (TJFL). We are truly proud of the role you have played in SUA’s continuing success and recognition as an academically rigorous, international university.

As you begin preparing for your graduation, we would like to provide you with this Commencement Guide to inform you of the activities that will take place during Commencement week. We hope that this guide will offer you ample time to plan in advance for a memorable graduation.

We look forward to celebrating this occasion together with you, your family and friends.

Sincerely,
Daniel Y. Habuki, Ph.D.
President
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Greetings from the University-Wide Commencement Committee

Dear graduating students,

Each year, the University-wide Commencement Committee, consisting of administrators and student representatives, come together to plan for our Commencement Ceremony and related events leading up to that special day.

In anticipation of your Commencement, I’m sure you and your family members have many questions such as when certain events will be held and how many family members and friends you may be able to invite. In this guide, you will find answers to such questions as well as other important information you should know as you prepare for your Commencement. As we plan for graduation this year to be held in the Soka Performing Arts Center, you’ll find there are some details that have yet to be completely fleshed out. Still, there is ample information here for you to start your planning process with all good diligence. Please review this guide carefully and, of course, let us know if you have any questions.

Our committee is committed to making all Commencement events truly special for you, your families and friends.

We look forward to celebrating your new departure together.

Sincerely,

Jay Heffron, Ph.D.
Chair
University-wide Commencement Committee
**End-of-Year Activities Schedule**

February 17
Friday
100 Days to Graduation Celebration
Place and Time TBA

March 1
Thursday
UG Nomination for Student Commencement Speakers
Due to Student Graduation Department
By 5:00pm

March 3
Saturday
Future Expo
Student Affairs
12:30pm – 3:30pm

March 28
Wednesday
UG Graduation Fair
Dining Hall
11:30am – 1:30pm

March 30 -
April 1
UG Senior Trip
Pine Rose Cabins at Lake Arrowhead, CA

April 8
Sunday
50 Days to Graduation Celebration
Place and Time TBA

April 13
Friday
UG Student Commencement
Speaker(s) Announced

May 2
Wednesday
UG Graduating Senior Exit Interview
Pauling 216
4:30pm – 6:30pm

May 12
Friday
UG Senior Ball
Aliso Creek Inn
8:00pm – 12:00am

May 23
Wednesday
Commencement Rehearsal for
Graduating Students (Both UG and Graduate)
In front of Peace Fountain
9:30am
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>May 23</td>
<td>Alumni – Student Exchange</td>
<td>Student Affairs Lobby</td>
<td>4:30pm – 6:00pm</td>
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<td>Wednesday</td>
<td>Jazz Monsters Concert</td>
<td>Founders Hall 1&lt;sup&gt;st&lt;/sup&gt; Fl. Art Gallery</td>
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<td>May 24</td>
<td>Campus Tour for Family and Guests</td>
<td>Founders Hall Atrium</td>
<td>10:00am and 2:00pm</td>
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<td>Thursday</td>
<td>UG Appreciation Reception</td>
<td>Founders Hall 1&lt;sup&gt;st&lt;/sup&gt; Fl. Art Gallery</td>
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<tr>
<td>May 25</td>
<td>Commencement Ceremony</td>
<td>Soka Performing Arts Center</td>
<td>2:00pm</td>
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<td>Friday</td>
<td>Graduate School Alumni Luncheon</td>
<td>Ikeda 104-D (Graduate School Office)</td>
<td>11:30am – 1:30pm</td>
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<td>Graduate School Friends and Family Reception</td>
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<td></td>
<td>Annual Meeting</td>
<td>Place TBA</td>
<td>5:00pm – 7:00pm</td>
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<td>May 26</td>
<td>Young Founders (UG) Annual Alumni Meeting</td>
<td>Place TBA</td>
<td>4:00pm</td>
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<td>Saturday</td>
<td>Young Founders (UG) Alumni Mixer</td>
<td>Place TBA</td>
<td>8:00pm</td>
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<td>May 29</td>
<td>Seniors Res Hall Check-out</td>
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<td>Tuesday</td>
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Undergraduate Graduation Fair:
REQUIRED for all graduating seniors

Date: Wednesday, March 28, 2012
Place: Dining Hall
Time: 11:30am – 1:30pm

Graduating seniors will be able to order their cap and gown, stole, class ring and announcements. Class rings and announcements will be sent directly to the students, but the cap, gown and stole will be sent to the Registrar’s Office. The cap, gown and stole can be picked up during the Senior Exit Interview.

Undergraduate Senior Exit Interview:
REQUIRED for all graduating seniors

Date: Wednesday, May 2, 2012
Place: Pauling 216
Time: 4:30pm – 6:30pm

❖ Seniors will receive important information from the Registrar’s Office regarding Commencement. The cap, gown and stole will also be distributed by the Registrar.

❖ Institutional and/or Stafford Loans Exit Interview:
Students with these loans must complete an exit interview form provided by the Financial Aid Office during the Senior Exit Interview.

❖ IT Related Information:
As of the end of the day on May 29, 2012, Soka Student Accounts will not be available to graduates. In order to ensure that graduating seniors keep all their files, they must follow these two steps:

1. Copy “U” drive files to the laptop
2. Send important emails and contacts to personal email account

Failing to follow these steps may lead to losing important information students may want to keep after SUA. This information is shared during the Senior Exit Interview and is also available on the SUA Portal. Please call the IT Help desk at (949) 480-4357 or visit the IT Department with any questions or problems.
- **Residential Hall Information:**
  Students will receive information regarding Residential Hall check-out procedures and senior extended housing.

- **Young Founders (Undergraduate) Alumni Association:**
  Students will have an opportunity to receive information regarding becoming members of the Young Founders Alumni Association.

**Commencement Rehearsal:**
**REQUIRED for all graduating students (UG & Graduate)**

- **Date:** Wednesday, May 23, 2012
- **Place:** In front of Peace Fountain
- **Time:** 9:30am

Graduating students will rehearse the line-up, procession, picture location, seating, grip & grin photograph, and recession. It is very important that all graduating students attend this rehearsal.

**Diplomas**

Graduating students will not receive the actual diploma on Commencement day. They will only receive their diploma cover. Once a final degree check has been completed, diplomas will be printed and sent to the student. Students should be sure to update their home/mailing address information in Peoplesoft before they leave.

**Commencement Ceremony**

- **Date:** Friday, May 25, 2012
- **Place:** Soka Performing Arts Center
- **Time:** 2:00pm

- Ticket is required to enter the Performing Arts Center
- Performing Arts Center lobby doors will open at 12:00pm
- Doors to the theater will open at 1:00pm for seating
- No drinks or food allowed inside the Performing Arts Center
- Campus is closed to the public
- Light refreshments to be served following the ceremony outside the Performing Arts Center. In case of rain, refreshments will be served in Founders Hall
**Commencement Tickets**

Guest admission to the Commencement Ceremony is by ticket only. Other than graduating students, no other members of the SUA community can request tickets for their own guests. *(Children under 10 years of age will not be able to attend the ceremony. Limited number of seats will be available in the Black Box Theater for parents/guardians with the children under the age of 10 years to view the ceremony via live video feed.)*

- **Parents/Guardians and Guests of Graduating Students**
  Graduating students may request up to a total of six (6) tickets for their parents/guardians and guests (the graduate does not need a ticket for admission). Detailed directions on how to request the tickets is forthcoming and the deadline for the request will be 3/30. Tickets will be distributed to seniors at the Exit Interview. Seniors are responsible for providing tickets to their families and guests before the day of the Commencement Ceremony.

- **Full-Time Faculty**
  Faculty members participating in the ceremony do not need a ticket.

- **Underclassmen, Adjunct/Visiting Faculty and Staff**
  Those wishing to attend can request one (1) ticket for himself/herself, and the request must be made by 3/30. Directions for how to request the ticket will be forthcoming in February.

- **Alumni**
  Alumni should make their request to Young Founders Alumni Association or Graduate School Alumni Association.

**Undergraduate Student Graduation Department (GD)**

The Student Graduation Department (GD) is one of the departments of the Soka Student Union (SSU), the undergraduate student government organization. GD coordinates student events such as the 100 and/or 50 Days to Graduation Celebration and selection process for student commencement speakers. Chairs of this Department are elected by the student body and become members of the University-wide Commencement Committee.
Undergraduate Student Commencement Speaker(s)

The selection process for senior Commencement Speaker(s) is determined and coordinated by GD and University-wide Commencement Committee. Please contact GD representatives for details.

100 and 50 Days to Graduation Celebration

100 Days
Date: Friday, February 17, 2012
Place: TBA
Time: TBA

50 Days
Date: Sunday, April 8, 2012
Place: TBA
Time: TBA

All SUA students are invited to celebrate 100 and 50 days left before commencement sponsored by Graduation Department.

Future Expo

Date: Saturday, March 3, 2012
Place: Student Affairs
Time: 12:30pm — 3:30pm

All students are invited to participate in the Expo to learn how to be successful after SUA. Information on various career fields and graduate programs will be presented along with how to successfully enter into those fields and programs.

Jazz Monsters Concert

Date: Wednesday, May 23, 2012
Place: Founders Hall 1st Fl. Art Gallery
Time: 7:00pm

Everyone is invited to enjoy this special Jazz concert in celebration of the Commencement of Class of 2012. No reservations required and it is free for SUA community and guests of graduating students. For the public, entrance fee is $15 for adults and free for children under 18. Contact info@soka.edu or call (949) 480-4081 for questions.
Undergraduate Appreciation Reception

Date: Thursday, May 24, 2012
Place: Founders Hall 1st Fl. Art Gallery
Time: 6:30pm – 8:00pm

Open to graduating seniors and their two guests only. This is a special night for seniors to thank their parents or guardians for all their support and to share what they have learned while at SUA. This is a ticketed event and each graduating senior will receive two tickets during Senior Exit Interview.

Campus Tours for Family and Friends

Date: Thursday, May 24, 2012
Place: Founders Hall Atrium
Time: 10:00am and 2:00pm

Campus tours will be provided for friends and families of the graduates who will be visiting the university the day prior to Commencement. The morning tour begins at 10:00am and the afternoon tour begins at 2:00pm.

Graduate School Alumni Luncheon

Date: Friday, May 25, 2012
Place: Ikeda 104-D (Graduate School Office)
Time: 11:30am-1:30pm

This is a special luncheon sponsored by the Graduate School Alumni for the graduating graduate students, their friends and family.

Graduate School Friends & Family Reception

Date: Friday, May 25, 2012
Place: TBA
Time: 5:00pm-7:00pm

This is a special reception to honor the graduating graduate students, their friends and family (limited to 6 guests per graduate.)

Young Founders (Undergraduate) Annual Alumni Meeting

Date: Saturday, May 26, 2012
Place: TBA
Time: 4:00pm
New alumni members of the Class of 2012 are invited to attend the SUA Undergraduate Alumni Dinner and Annual Meeting. This event is for Alumni only. Alumni must RSVP to Ruby Nagashima at rnagashima@soka.edu.

**Young Founders (Undergraduate) Alumni Mixer**

Date: Saturday, May 26, 2012  
Place: TBA  
Time: 8:00pm  

This event is open to all 21 years and older.

**Discounted Meal Tickets**

Students may purchase discounted meal tickets for guests from Dining Services for $35. Each packet contains 5 meal tickets which can be used for breakfast, lunch or dinner.

**Hotel Accommodations**

There are no lodging accommodations on campus. However, family and guests can find nearby hotel information on the Soka website: [http://www.soka.edu/about_soka/visit_soka/hotels-dining-entertainment/](http://www.soka.edu/about_soka/visit_soka/hotels-dining-entertainment/)

**Parking**

Parking is available on campus and maps of parking lots will be provided at the Main Gate by the Security upon request.

**Wheelchair Request**

Graduating students should indicate in their request for tickets if their guest(s) requires special seating on the day of Commencement. If the guest requires a wheelchair, SUA has a limited number of wheelchairs available. Please contact Student Services at (949) 480-4139 or hmoon@soka.edu as soon as possible and no later than Friday, April 27, 2012.

**Bookstore Hours during Commencement Week**

Mon-Wed: 10:30am – 5:30pm  
Thurs, Fri: 10:30am – 6:30pm
Directions to Campus

From Interstate 5:
1. Go to Oso Parkway exit and turn west (right if you are coming south, left if you are coming north)
2. Oso becomes Pacific Park Drive
3. Travel about five miles on Pacific Park Drive - turn left on Wood Canyon Drive
4. After one mile, turn right on University

From the South on Interstate 5 via Toll Road (SR73*):
1. From Interstate 5, take the northbound State Route 73* toll road.
2. Travel on the 73 to Aliso Creek - turn left on Aliso Creek, right on Pacific Park, left on Wood Canyon Drive
3. After one mile, turn right on University

From the North on Interstate 405:
1. From Interstate 405, take the southbound State Route 73* toll road
2. Travel 11.8 miles on the 73 to the Glenwood Exit (right)
3. Turn right on Wood Canyon Drive
4. After one mile, turn right on University

From the East on State Route 55:
1. From State Route 55, take the southbound State Route 73* toll road
2. Travel 11.8 miles on the 73 to the Glenwood Exit (right)
3. Turn right on Wood Canyon Drive
4. After one mile, turn right on University

From the West on Pacific Coast Highway:
1. From Pacific Coast Highway, take Laguna Canyon Rd. (SR133) north
2. Travel 3.2 miles on Laguna Canyon Rd. to El Toro Rd. - Turn right on El Toro Rd
3. Travel 1.3 miles on El Toro Rd. to Aliso Creek Rd. - Turn right on Aliso Creek Rd
4. Travel 2.6 miles on Aliso Creek Rd. to Glenwood - Turn right on Glenwood
5. Travel 0.7 miles to Wood Canyon Drive - Turn right on Wood Canyon Drive
6. After one mile, turn right on University Drive

* State Route 73 is a toll road costing up to $5.25 to use. For a toll-free route take Interstate 5 to Oso Parkway, turn west and follow directions above.
Important Telephone Numbers

Community Relations .............................. (949) 480-4081
Development .................................... (949) 480-4072
Financial Aid ................................. (949) 480-4042
Health Services ............................... (949) 480-4143
Office of Dean of Faculty ..................... (949) 480-4207
Office of Dean of Students ................. (949) 480-4139
Office of the President ....................... (949) 480-4003
Registrar ....................................... (949) 480-4045
Residential Life ............................... (949) 480-4134
Security ......................................... (949) 480-4100
Student Accounts ............................ (949) 480-4129
Student Affairs ............................... (949) 480-4138