



CENTER FOR STUDENT INVOLVEMENT
323.343.5110

CROSS CULTURAL CENTERS
323.343.5001

GRAFFIX
323.343.2464

THE PIT
323.343.2520

UNION ADMINISTRATION
323.343.2450

UNION MEETING &
EVENT SERVICES
323.343.2465

XTREME FITNESS
323.343.7546

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April 2009

Dear Cal State L.A. Prospective Graduate,

Congratulations on your academic achievements and for reaching an educational goal you have worked toward for several years. This will be an exciting, busy, and stressful time for you, and we want to make this process as easy as possible.

The 22nd Annual Celebration of Black Graduates, sponsored by the Pan African Student Resource Center, will take place Saturday, June 13, 2009 at 5 pm at the Pasadena Civic Center, 300 East Green Avenue, Pasadena, California 91101. This ceremony is a nice way for you to celebrate your academic achievements with your families and other significant people who helped contribute to your success.

Enclosed in this packet is the following information:

- Important Dates and Deadlines
- Checklist
- Information about placing personal ads from yourself, family, or friends
- Facility Information
- Registration and Acknowledgements Form

The cost to participate in the ceremony is \$90 (\$80 if you sign up and pay by Friday, April 24 by 4 pm). This fee will include:

- a) Graduate Celebration sash
- b) Graduate Celebration memento book including your picture, acknowledgements, and ads (for graduate and guests)
- c) Certificate of Achievement
- d) Graduate Celebration DVD

Please mark the date Friday, April 24, 2009 (by 4 pm) in your calendars as the last date to sign up and pay early registration price. After that, there will be a \$10 increase. However, we encourage you to take advantage of the early registration incentive outlined in the attachment (see Important Dates and Deadlines). Please note that registration fees are non-refundable.

Once we have received confirmation of your registration, we will send you an e-mail confirming your participation, a draft of your name and grad book acknowledgements for you to proofread, and information on ceremony details and parking.

If you or your family members have any questions about the Celebration of Black Graduates, sponsored by the Pan African Student Resource Center, please feel free to contact either of the following Celebration of Black Graduates ceremony advisors: see information below.

Thank you for your interest in participating in the Celebration of Black Graduates, sponsored by the Pan African Student Resource Center. We look forward to celebrating with you on Saturday, June 13, 2009.

Sincerely,
Frederick Smith
Director
Cross Cultural Centers
323.343.5001
Fsmith@cslanet.calstatela.edu

Starlet Barnes
Program Coordinator
Pan African Student Resource Center
323.343.5131
starletbarnes@gmail.com

**Celebration of Black Graduates
Pan African Student Resource Center
Important Dates and Deadline**

Monday, March 30

Grad packets available online at www.calstatela.edu/usu/grad.

Monday, April 10 – Friday, May 1

Photo Sessions for Graduate Program. Photos must be taken by the U-SU Graphics Department, by appointment only, during the following dates and times. Call 323.343.2464 to make an appointment., or stop by the U-SU Graphics Department, U-SU 2nd floor, Room 204B . **If you do not make an appointment to take a photo, and/or if you do not make your photo appointment time, you will not have a picture in the program.**

Photo Sessions 1
9am – 1pm each day
April 10, 13, 14, 15, 16, 20 and 27
Cross Cultural Centers, U-SU 2nd floor, Room 206

Photo Sessions 2
9am – 4pm each day
April 17, 21, 23, 24, 28, 30 and May 1
Cross Cultural Centers, U-SU 2nd floor, Room 206

Friday, April 24 (by 4 pm)

Early Registration deadline for graduate sign ups (\$80). Early Registration sign ups will not be accepted after 4:00 pm on Friday, April 24.

Friday, April 24 (by 4 pm)

Student Speakers/Grad Perspective. To be considered, please submit your 1 – 2 page essay (500 words maximum), on the topic: "What it means to be a black graduate today."

Thursday, May 1 (by 4 pm)

Regular Registration deadline for graduate sign ups (\$90). Regular sign ups will not be accepted after 4:00 pm on Thursday, May 1, 2008. There will be two photo sessions for students who sign up this week.

Thursday, May 1 (by 4 pm)

Deadline to submit and pay for ads. See attachment for ad guidelines and prices.

Friday, May 29 (by 4 pm)

Late Registration period for graduate sign ups (\$95, includes \$5 late fee). No sign ups will be accepted after 4:00 pm on Friday, May 29. ***Please note, Late Registration participants will not have their name or photo in the program book; if at this if point we have reached our maximum capacity of 130 graduates, Late Registration participants will not receive a sash either.***

Saturday, June 13, 5 – 7 pm

Celebration of Black Graduates, Pasadena Civic Center, 300 East Green Street, Pasadena, CA 91101

Please note that we have to cap participation at 130 graduates. NO exceptions. If all 130 graduates happen to register within the early registration period, then the ceremony will be closed to further participants. We encourage you to get your money and paperwork in as soon as possible. There are specific steps outlined on the next page to guarantee complete registration but **please keep in mind that you are not registered until your money is paid!** See next page for details.

Celebration of Black Graduates Checklist

1. _____

Turn in completed paperwork (registration form and acknowledgements for program book) to Fred Smith or Starlet Barnes at the Cross Cultural Centers, U-SU 2nd floor, Room 206, 8 am – 5 pm Mon – Fri. Please call ahead of time to make sure that one of the two is the Office, 323.343.5001. Once Fred or Starlet has ***signed off**, you may proceed to the next step.

2. _____

Turn in registration fee to U-SU Administration Office, U-SU, Room 206. **They accept payments 8:30 am – 4 pm Monday through Friday.** Cash, checks, and money orders accepted. Make checks payable to University – Student Union. In memo, please write “Black Grad 2009.” Deadlines: \$80 by 4/24 at 4:00 pm; \$90 by 5/1 at 4:00 pm; \$95 by 5/29 at 4:00 pm. Please note that checks will be deposited on a weekly basis. Participants whose checks are returned for non – sufficient funds will be subject to additional fees. Once you have received a receipt of payment, proceed to next step. Please keep your receipt.

3. _____

Make ***required** photo appointment with U-SU Graphics, U-SU 2nd floor, Room 204B. Their hours of operation are Monday – Friday 9 am – 6 pm. Call 323.343.2464 for an appointment. Photo sessions will be held in the Cross Cultural Centers, U-SU 2nd floor, Room 206. You are required to take your ceremony book photo with the U-SU Graphics Department. You may not send in a photo. ***If you do not make an appointment to take a photo, and/or if you do not make your photo appointment time, you will not have a picture in the program.**

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Photo Sessions 2
9am – 4pm each day
April 17, 21, 23, 24, 28, 30 and May 1
Cross Cultural Centers, U-SU 2nd floor, Room 206

4. _____

In May we will hold information sessions for participants on campus (dates announced via email) to share ceremony details. We will notify you if there is an official rehearsal scheduled. These information sessions will help answer your questions.

5. _____

Celebration of Black Graduates takes place Saturday, June 13, 2009 at 5 pm at Pasadena Civic Auditorium. Graduates should arrive by 3:30 pm (2nd floor, Gold Room).

Ad Rates for Celebration of Black Graduates Book

¼ page ad = \$40.00

½ page ad = \$75.00

Full page ad = \$125.00

For your ad, please submit the following:

1. **Text** as you would like it to be written. Please type this out.
2. **Camera-ready photo(s) or logo(s).**
3. **Text layout suggestions.** Please note, graphic designers will try and honor your suggestions, but will lay out the ad in the best way it fits the space.
4. **Payment** for ad space you're purchasing.
5. **Deadline for ads** (payment and text) is Thursday, April 30, 2009 by 4:00 pm.
6. **Turn in all ad materials** at the Cross Cultural Centers, U-SU 2nd floor, Room 206 to Fred Smith or Starlet Barnes.

