

# Spring 2024 Graduation Meeting



Wednesday, January 17, 2024



# Graduation Informational Meeting

## January 17, 2024

### **Speakers and Presenters:**

Gracie Rungsarangnont	Enrollment Services
JoJo Tardino	Marketing & Communications
Cecilia Lopez	Center for Student Experience
Jeonghan Ryu	Center for Student Experience, International Advising
Maxx Hillery	Entrepreneurship and Professional Practice
Alysia Alex	Career and Professional Development
Scott Taylor	Marketing & Communications

### **Moderators:**

Michaela Matsumoto	Enrollment Services
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**Art Center  
College  
of Design  
Graduation**

## **Grace Rungsarangnont – Degree Audit & Requirements**

- Degree Audit / Degree Requirements
- Course Add Deadline: Monday, Jan 22 @ 6:00 PM
- Waive/Sub Deadline: Friday, Feb 16
- Lite Term for Spring 2024 Deadline: Monday, Jan 22
- Leave of Absence (LOA) Deadline: Monday, Jan 22
- Incomplete Grade Policy
- Distinction Eligibility for Masters Students
- Distinction and Honors Eligibility for Bachelors Students

# Degree Audit / Degree Requirements

**Anticipated Complete:** Cleared for graduation based on current enrolled courses and previously completed courses.

**In-Progress:** Degree Progress currently shows a missing course requirement(s) and/or Waive/Sub approval and submission required to substitute alternatively completed course for the missing course requirement.

# Degree Audit – In-Progress

## **Add Course by Monday, Jan 22**

- Add Online using SPD in Inside
- Submit Registration Exception Form

\*Waitlisted Studio Courses: Contact Department for alternative courses

## **Submit Waive/Sub by Friday, Feb 16**

- Studio Courses: Contact Studio Department
- H&S Courses: Contact H&S Department

Degree audits will be reviewed this week and you will be notified.



# Lite Term Request

## Lite Term Eligibility for Graduating Students:

- All graduating students are eligible to apply for a Lite Term in their final term.
- Student must have 11 credits or less of required remaining course requirements to be eligible.
- Financial Aid may be affected. Contact Financial Aid to determine your aid during a Lite Term, [FinAid@Artcenter.edu](mailto:FinAid@Artcenter.edu)

## Spring 2024 Lite Term Deadline: Monday, Jan 22

- [Submit Request for ArtCenter Lite Term](#)

# Leave of Absence (LOA) Request

If you have decided that you will take a Leave of Absence (LOA) for Spring 2024 instead of enrolling and completing your degree requirements, submit the LOA Form.

**Spring 2024 LOA Deadline: Monday, Jan 22**

- [Submit LOA Form](#)
- Contact Enrollment Services immediately to cancel your graduation application.

# Incomplete Grade Policy

- Graduating Students are **ineligible** to apply for Incomplete grade for any courses taken during their final term.
- Applying for incomplete grade will result in cancellation of your graduation application.
- If you have an incomplete grade from a previous term, your grade change must be submitted prior to Week 14 of the term. Any incomplete grade in your records may delay the conferment of your degree.



# Distinction Eligibility for Masters Students

- Distinction for Masters Students:
  - Cumulative GPA of **3.97** or above, and
  - Portfolio review and/or recommendation from your department.

All eligible students will be contacted by email during Week 5.

# Distinction & Honors for Bachelors Students

- Distinction for Undergraduate Students:
  - Cumulative GPA of **3.80** or above, and
  - Portfolio review and/or recommendation from your department.
- Honors for Undergraduate Students:
  - Cumulative GPA between **3.50** and **3.79**

# Distinction & Honors Cont.

## ■ Commencement Program:

- Honors and Distinction will be indicated on the Commencement Program next to your name based on your current GPA. Current GPA appears on your Degree Progress/Degree Audit.

## ■ Commencement Ceremony Walk:

- Honors and Distinction will be announced with your name during the Commencement Ceremony walk based on current GPA.

Students with a GPA on the border, may receive Distinction or Honors on their Diploma and Transcript after final grades are posted. However, for Commencement, the Honors and Distinction will be calculated based on current term GPA only.

# ArtCenter Honors & Graduate Fellows Term

- Selected by Provost Office
- No GPA Requirement
- All graduating students are eligible to apply
- Students who are awarded the program will be granted an additional term right after their graduating term to enroll at ArtCenter at no charge (*with \$1,000 refundable deposit*)
- Deadline: Tuesday, March 5, 2023 (Week 8)
- Contact India Dunnington, Senior Coordinator,  
Provost Office for complete details and application  
information, [india.dunnington@artcenter.edu](mailto:india.dunnington@artcenter.edu)



## Jojo Tardino – Commencement

- In-Person Commencement – Saturday, April 27, 2023
  - NOT on April 20<sup>th</sup>
- Venue: Pasadena Convention Center
- Limited Guest Tickets. Students will be contacted by Enrollment Services regarding ticket request at later time.
  
- **Mandatory Graduation Rehearsal – Friday, April 26 (Time: morning most likely)**

## Grad Show

- Venue: Pasadena Convention Center
- Thursday, April 25 – Industry Night

# Cecilia Lopez – ArtCenter Health Insurance Plan through Aetna

- All enrolled graduating students are covered by Aetna Student Health from January 13 to May 10, 2024
- For more information on your insurance, visit [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com)
- After May 10, graduates are not eligible to purchase off-term coverage through Aetna. To search for other coverage options visit [www.coveredca.com](http://www.coveredca.com)
- In California, up until the age of 26 you can stay on your parent's plan.

For more questions email: [cse@artcenter.edu](mailto:cse@artcenter.edu)





## Jeonghan Ryu – International Student Visa Status and Optional Practical Training

- Grace Period
- Optional Practical Training (OPT)
- STEM OPT

# OPT & Immigration Info Sessions

## **Spring 2024 OPT & Immigration Info Session**

Week 2, Wednesday, Jan 24<sup>th</sup>, 12:00pm - 2:00pm

*Location: Zoom | Meeting ID: 554 274 9471*

## **Spring 2024 STEM OPT Info Session**

Week 3, Wednesday, Jan 31<sup>st</sup>, 12:00pm - 1:00pm

*Location: Zoom | Meeting ID: 554 274 9471*

*Contact Email: [international@artcenter.edu](mailto:international@artcenter.edu)*

For all questions or concerns related to OPT or Employment Visas, please attend the sessions above. All questions can be answered at the sessions above or by contacting CSE International Advising, [international@artcenter.edu](mailto:international@artcenter.edu)

## Maxx Hillery – Entrepreneurship and Professional Practice

- Getting Started in your Professional Practice
- Starting your own business or freelance work as your part of your career
- Contact Email: [prodev@artcenter.edu](mailto:prodev@artcenter.edu)
- Contact Number: 626-396-4212



## **Alysia Alex & Shea Weber – Career & Professional Development**

- Spring 2024 Grad Show



**CPD**

Career & Professional Development

# Grad Show *Preview*

Spring 2024





# Grad Show Preview

## Week 14 & Week 15

### Virtual & In Person

An exciting opportunity for graduating students to present their work to creative professionals during zoom presentations (Week 14), in-person at the Convention Center (Week 15), and digitally through the Grad Show Website.



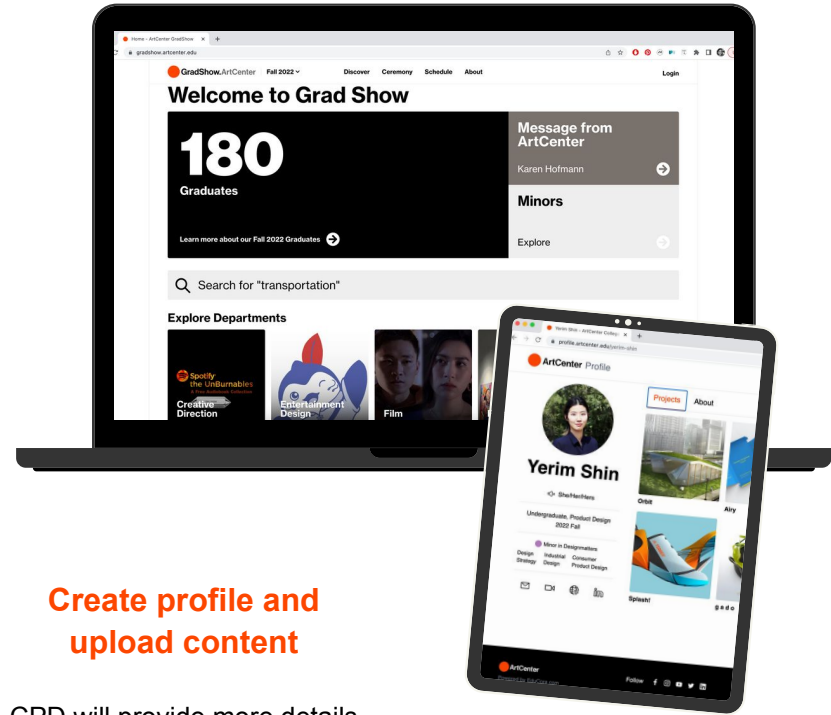


# The Grad Show Website

Provides a way for graduating students to showcase their work to a wide audience of creative professionals.

Consider it the digital companion to your Grad Show wall.

Creating a profile is highly encouraged for all students and may be required by your department.



**Create profile and  
upload content**

CPD will provide more details  
plus recommended resources and  
best practices



<https://gradshow.artcenter.edu/>

# Dates & Deadlines to Remember

WEEK

11

Deadline for inviting creative professionals to Grad Show Preview

WEEK

13

Deadline to complete Grad Show Website Profile and Projects.  
**Website will be locked for further edits.**

WEEK

14

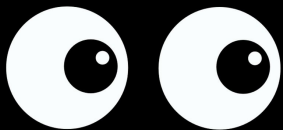
Grad Show Preview  
Virtual Presentations

Week

15

Grad Show Preview  
In-Person at the Convention Center

# Keep An Eye Out for Emails




Subject Line: Grad Show Preview

**CPD CAREER & PROFESSIONAL DEVELOPMENT**

## GRAD SHOW PREVIEW

Grad Show Preview is an exciting opportunity for graduating students in participating departments to present their portfolios to creative professionals during Zoom presentations, in-person at the Pasadena Convention Center and digitally through the Grad Show Website.

**Grad Show Preview will be on Thursday, August 17th 2023**




**Virtual Format** (participating departments) **In-Person Format**

Present your work on Zoom for 2-7 minutes, sharing your screen and portfolio presentation with creative professionals

Employers, industry partners and alumni attend in-person to view your work and meet you.

### The Grad Show Website- Get Started Now!

The [Grad Show Website](#) showcases the work of graduating students. You'll need to set up a profile and upload your projects. You'll also upload your graduation backdrop image for the graduation ceremony.




Begin designing your profile by going to [www.gradshow.artcenter.edu](http://www.gradshow.artcenter.edu), and clicking on Login. You will be prompted to sign in via your Inside Account. **The Grad Show access code is [gradshow](#).**

### Dates & Deadlines to Remember

<b>July 30th</b>	Deadline for inviting creative professionals to Grad Show Preview
<b>August 8th</b>	Deadline to complete Grad Show Website Profile and Projects: <b>Website will be locked for further edits.</b>
<b>August 10th</b>	CPD team shares Grad Show website with employers who RSVP
<b>August 17th</b>	Grad Show Preview!

### Graduating Student Resource Website

Find information on everything you need to know and prepare for the **Grad Show Website** and **Grad Show Preview**, both virtual and in person, brought to you by your ArtCenter Career & Professional Development office.




**CPD CAREER & PROFESSIONAL DEVELOPMENT**

## GRAD SHOW WEBSITE

Important Information for all Graduating Students!

The Grad Show Website provides a way for graduating students to showcase their work to a wide audience of creative professionals. Consider it the digital companion to your Grad Show wall. Creating a profile is highly encouraged for all students and *may be required by your department.*

**Don't wait! Get started below!**



### 01 Login to Your Account

You'll need to login to get started. Use your Inside ArtCenter login.

[my.artcenter.edu/login](#)

### 02 Profile Highlights

Important steps for getting set up:

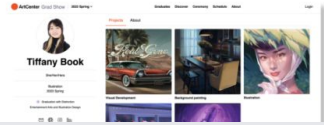
- **EDIT YOUR PROFILE:** Edit from the Dashboard
- **ACCESS CODE:** You'll need the access code [gradshow](#) for the Grad Show tab
- **UPLOAD YOUR GRADUATION BACKDROP IMAGE:** This image will be shown when your name is called during the graduation ceremony. It should be an image representing your work, cropped at 1920x1080. Graduate students should upload an image representing their thesis.

[Click to watch video tutorials for setting up your profile!](#)

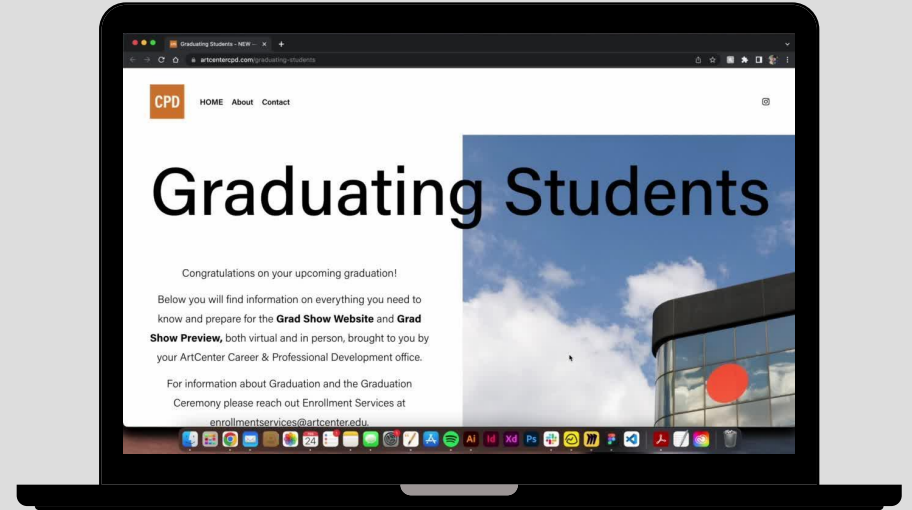
### 03 Upload Projects

To showcase your work and upload your projects, click on Projects on the left-hand menu.

[Click for an overview of uploading your work!](#)



# Graduating Student Resource Website



[artcentercpd.com/graduating-students](https://artcentercpd.com/graduating-students)

# Questions?

CPD

You can always email CPD at  
[careers@artcenter.edu](mailto:careers@artcenter.edu).

Website: [artcentercpd.com](http://artcentercpd.com)

IG @artcenter.cpd

## **Scott Taylor – Commencement Walk Background / Grad Show Slide**

- Information and Tips for Grad Show Profile – Commencement Ceremony Background Slide.
- Your Artwork/Image on your Grad Show Profile will be used during your Commencement Ceremony Walk.



# Spring 2024 Graduation Slide Guidelines

When you walk across the stage to receive your diploma a slide will appear on a screen above the stage with an image of your work.

Upload your image to the Grad Show website:

[gradshow.artcenter.edu](http://gradshow.artcenter.edu)

When you create your Grad Show website profile you'll be able to upload your graduation image under the "Grad Show" tab.

## Edit Profile

[View profile](#) [Remove graduate](#) [Save changes](#)

Basics Intro Social Roles Access Miners **Grad Show** Settings Projects

Access code

The access code is "gradshow"

Personal Email \*

This will be the email displayed on your profile

Graduation Term \*

Graduation with

Attended ArtCenter Extension  
Completed Kids, Teens and/or ACX class(es) prior to acceptance into the ArtCenter degree program.

Veteran  
Veteran of the United States Armed Forces

Artwork Thumbnail

Sample of your artwork that represents you on your department page, cropped at 1080x1080.

Grad slide background

upload image here

A image representing your work, cropped at 1920x1080. Graduate students should upload an image representing their thesis.

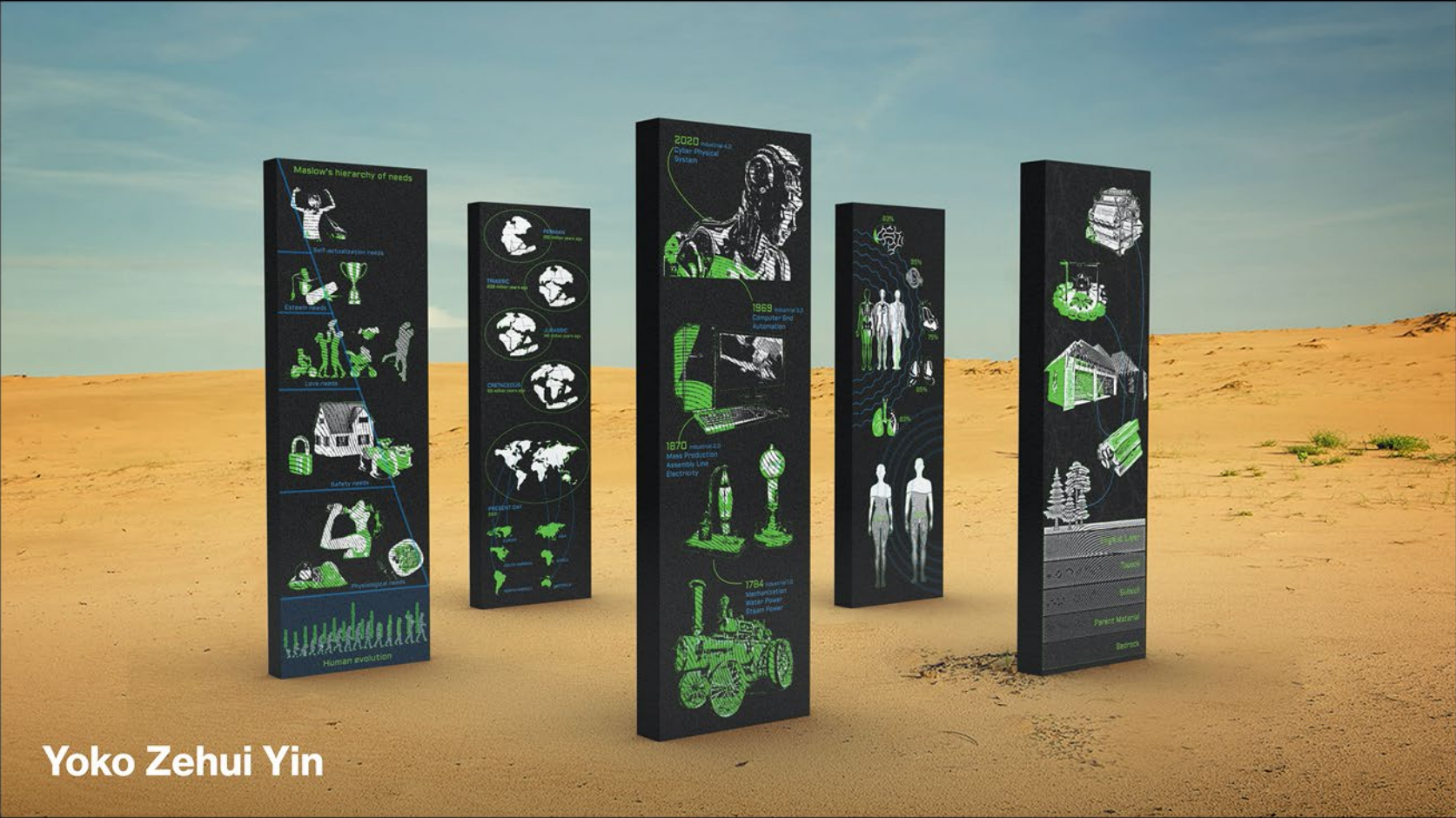
The image should ideally represent your work. Grad students should upload an image representing their thesis.

**PNG or jpeg images only.** The site can't accept video files, gifs or PDFs.

Pixel dimensions:

**1920 x 1080 px (horizontal)**

We will add your name in the lower left corner.  
Here's an example:



Yoko Zehui Yin



Another example:



**Michael Hao**

Another example:



**Keisuke Kuniyoshi**



Another example:



**Kathrena Dakwar**

Be sure the image you upload doesn't have important information in the lower left corner!



If it does it will be difficult to read your name.



If you don't provide an image for graduation we will use a generic campus photo for your slide.



Don't let this happen to you!

Make sure to create your profile and upload your grad slide by **Week 13**.

If you have any questions about uploading your grad slide please email [scott.taylor@artcenter.edu](mailto:scott.taylor@artcenter.edu).

# Diplomas

- Diplomas will be ready at latest by early June.
- Diplomas will not be released if holds/restrictions are on your student records, i.e. Financial Aid Holds, Accounting Holds, Library Holds, Equipment Center Holds, etc.
- Students will be contacted by email once diplomas are ready to confirm pick-up or shipment.

# Further Graduation Communication:

- Check your ArtCenter email regularly. Various information regarding Graduation will be sent during the term.
- Today's presentation, slides, and recorded meeting will be sent by email by the end of the week.
- Reply to follow-up emails especially emails regarding degree progress and degree requirements.
- Review deadlines and email Gracie for any questions or concerns.

# Spring 2024 Deadlines

## **Monday, Jan 22:**

- Last Day to Add Course / Submit Registration Exception Form
- Last Day to Submit ArtCenter Lite Term Request
- Last Day to Submit LOA Form

## **Friday, Feb 16:**

- Submit Waive/Sub Request to Clear Degree Audit

## **Tuesday, April 2:**

- Deadline to Complete Grad Show Profile

## **Thursday, April 25:**

- Grad Show – Industry Night

## **Friday, April 26:**

- Mandatory Graduation Rehearsal

## **Saturday, April 27:**

- Graduation/Commencement Ceremony (morning)
- Grad Show (afternoon)





# Q & A

**General questions for the presenters or information presented ?**