



*Dear Graduate,*

*The entire staff and faculty of FIDM extend congratulations to you upon the successful completion of your studies. We wish you happiness and success in the future.*

*We look forward to sharing this important and memorable time with you and your family. We would also like to welcome you as a member of the FIDM Alumni Association.*

*This handbook provides full details about your forthcoming Commencement which is scheduled for Monday, June 24, 2019, at STAPLES Center.*

***Please take time to read this material as it can answer most of your questions.***

*Cordially,*

*Barbara Bundy  
Vice President, Education*

*Lisa Davis  
Executive Assistant to the Vice President, Education*

## ❖ PREPARING FOR GRADUATION ❖

### Tentative Graduate List

- Students are responsible for completing the “**Apply for Your Degree**” request on the FIDM Portal.
- A tentative graduation list will be posted in Suite 313. This list only reflects students enrolled in the current quarter. It is the students’ responsibility to check the list and ensure that their name is spelled exactly the way they wish it to appear on their diploma. The names in the graduation program are derived from this list. For questions, see Elizabeth DeGies, Suite 313 or call 213.624.1200 x3125.
- A detailed instruction checklist can be found on the FIDM Portal under “Graduating Soon,” “Graduation Checklist.”

### ❖ Cap & Gown Distribution ❖

**May 22, 2019**

Each graduate will receive a **cap & gown, tassel, graduation handbook, tickets, parking information and map, and 12 announcements.** Additional announcements will be available through Student Activities for \$15.00 a dozen. **Announcements are not admittance tickets. Each graduate will receive 5 lower bowl and 5 upper bowl tickets.** Any graduates needing **additional admittance tickets** are encouraged to inquire for extras on the day of Cap & Gown Distribution with fellow graduates who may have unused tickets.

**\*Graduation Caps may be decorated and embellished, but gowns must remain in “gown” form. Only members of Phi Theta Kappa and SVA as well as MBA graduates may wear sashes.**

### ADA Tickets & Seating

- Reservations for disabilities seating and special ADA tickets must be made prior to June 7 with Caitlin Benson, Room 425, 213.624.1200 x3252.
- Guests requiring sign language interpreting assistance should contact Elizabeth DeGies, Room 313, by June 5 at 213.624.1200 x3125.

## ❖ **Graduation Ceremony** ❖

**Monday, June 24, 2019, 6:00 p.m.**

**STAPLES Center**

**1111 South Figueroa Street**

**Los Angeles, CA 90015**

### Graduates' Arrival

- Arrive at STAPLES Center by **2:00 p.m.** dressed in their cap and gown. Graduates arriving after **4:00 p.m.** will **not** be allowed to participate.
- Graduates will check in at the Figueroa Street entrance.
- No outside food and/or beverages will be allowed in the arena except unopened plastic water bottles. Water will be provided for graduates.

### ❖ **Guest Arrival & Seating** ❖

Doors open for guests at **4:00 p.m.** **Tickets are required for admission.** Seating is on a first-come, first-served basis within the section noted on the ticket. **Graduates may leave tickets for their guests at the Will Call table** which is located outside STAPLES Center on Figueroa Street near Student Check-in. Guests arriving after **6:15 p.m.** may lose seating and will be re-seated in the upper section.

### Parking & Drop Off

- Parking lots are expected to be **open at approximately 1:30 p.m.** and will remain staffed 60 minutes after graduation. Special parking facilities will be provided for the physically handicapped displaying the handicapped placard on their vehicle.
- The recommended drop-off area is the white zone on Figueroa Street (southbound) just north of 12<sup>th</sup> Street.
- The recommended drop off area for guests with disabilities is 11<sup>th</sup> Street in front of Star Plaza.
- **Please plan ahead** to allow time for unexpected delays due to traffic, events in surrounding areas, road congestion, etc.

## ❖ Commencement Ceremony & Protocol ❖

The ceremony will last approximately **two hours**. Graduates and their families are encouraged to make any post-commencement dinner reservations/celebrations after **8:30 p.m.** (see downtown restaurant guide).

Graduates are requested to conduct themselves in a manner appropriate to the occasion. **Graduates are to remain seated and will be unable to leave until the ceremony is over.**

Out of consideration to other graduates on this special occasion, please refrain from cell phone use **during** the ceremony.

**Any students failing to complete the requirements may not participate in the ceremony, even if they received a cap and gown.**

### **Photography & Recording**

- Guests are welcome to take pictures during the Commencement Ceremony, but are asked not to leave their seats.
- Photos taken before, during, or after the FIDM Commencement Ceremony on behalf of FIDM by representatives/staff will become the property of FIDM.

## ❖ Diplomas ❖

Final diplomas will not be awarded at the ceremony. Graduates who are financially cleared will receive them by mail four to six months after completion of their program. Graduates will receive diploma covers with an alumni insert at the time of the ceremony.

### **Event Policies and Reminders**

- STAPLES Center is a **Non-Smoking Environment**.
- All guests entering the arena **are subject to a metal-detector screening**, visual inspection, and bag inspection conducted by STAPLES Center security personnel.
- STAPLES Center has a “no re-entry” policy. Guests who need to leave the event for personal emergencies must first make contact with a Guest Services supervisor or manager.
- All graduates and guests must maintain reasonable and appropriate behavior at all times. **Graduates or guests using offensive language or engaging in disorderly conduct may be removed from the facility.**

❖ **QUESTIONS** ❖

**Graduation Hotline**

**213.624.1200 x3251**

**Education Department, Suite 201**

**Lisa Davis**, Executive Assistant to the Vice President of Education  
213.624.1200 x3017

**Student Activities Office, Suite 425**

Monday - Friday, 7:30 a.m - 5:30 p.m.

**Caitlin Benson**, Director, Student Activities, 213.624.1200 x3252

**Yvette Hernandez**, Coordinator, Student Activities, 213.624.1200 x3250

**Breanna Burnette**, Student Activities Assistant, 213.624.1200 x 3253



# L.A. LIVE Welcomes 2019 FIDM Graduates

*Plan ahead and book your reservations early!*

## ENTERTAINMENT

*With more music per square foot than any place in the United States, L.A. LIVE now reigns as the leading entertainment destination for all of Los Angeles.*

| Tenant  | Hours/Contact   | Information   |
|---|---|---|
|    | For schedule of events, go to <a href="http://www.lalive.com">www.lalive.com</a><br>213.763.5483  | The 7,100-seat Microsoft Theatre L.A. LIVE plays host to the most popular concerts, awards shows (e.g. American Music Awards, Emmy® Awards, ESPY® Awards), family shows, product launches, speaker series and television broadcasts emanating from the largest stage in Southern California.  |
|    | For concert information, go to <a href="http://www.lalive.com">www.lalive.com</a><br><a href="http://www.congaroom.com">www.congaroom.com</a><br>213.745.0162 | The world famous Conga Room is co-owned by Jimmy Smits, Jennifer Lopez, Paul Rodriguez, Sheila E., Amaury Nolasco, Baron Davis, Trevor Ariza, and will.i.am. The Conga Room features a pan-Latin cuisine and live entertainment ranging from salsa and world-beat to rock en Español, jazz, urban, R&B, and pop/rock.   |
|  | 213.542.4880<br><a href="http://www.bowlluckystrike.com">www.bowlluckystrike.com</a>  | Lucky Strike Lanes and Lounge blends bowling and a sleek lounge atmosphere with 18 specially designed bowling lanes and plush designer seating, cozy dining areas, and an exceptional menu. A posh VIP suite called Luxe, billiards, DJs and electronic art displays projected above and around the lanes and lounge, add to the fun ambiance.<br><br><b>Age Policy:</b> 21+ after 7 P.M. <b>DRESS CODE APPLIES</b> |
|  | For schedule of events, go to <a href="http://www.grammymuseum.org">www.grammymuseum.org</a><br>213.765.6800  | The GRAMMY Museum®, with the support of The Recording Academy, features four floors of dynamic and interactive, permanent and traveling music exhibits. The museum also presents interesting and thought-provoking educational and public programs featuring films, lectures and performances.  |
|  | For show times, go to <a href="http://www.removies.com">www.removies.com</a><br>213.763.6071  | This Regal Cinemas has 14 state-of-the-art cinemas with stadium seating in every auditorium. High-back reclining seats and retractable cup holders provide the ultimate comfort for the best movie viewing experience with Digital 3D, Dolby Surround Sound and a 70-foot screen in the Premiere House.   |

## DINING

*With eleven superb dining destinations at L.A. LIVE, visitors now have a variety of the most popular restaurants at their finger tips.*

| Tenant | Hours/Contact | Information |
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|    | <p>213.745.9911<br/>Reservations recommended<br/><a href="http://www.flemingssteakhouse.com">www.flemingssteakhouse.com</a></p> | <p>Fleming's Prime Steakhouse &amp; Wine Bar is the ultimate steakhouse destination for food and wine lovers seeking a stylish, lively memorable dining experience. Nationally renowned for its prime beef and steakhouse fare, Fleming's is equally celebrated for the Fleming's 100, its award-winning wine program that features 100 wines by the glass.</p>   |
|   | <p>213.749.0445<br/>Reservations recommended<br/><a href="http://www.congaroom.com">www.congaroom.com</a></p>                   | <p>Boca is encased in glass at The Conga Room and offers an eclectic blend of Pan-Latin cuisine, with Caribbean, South American, and Cuban influences. An array of Tapas y Bocadillos tempt the palate with modern twists on the traditional with dishes paired with bottles of wine from Spanish and regional wineries. Follow your meal with Salsa lessons and dance until the wee hours.</p>   |
|    | <p>213.745.9273<br/><a href="http://www.yardhouse.com">www.yardhouse.com</a></p>  | <p>The Yard House is an upscale-casual eatery known for its extensive menu, classic rock music, and the world's largest selection of draft beer. Each location features a transparent keg room and an endless fleet of tap handles.</p>   |
|    | <p>213.748.4020<br/>Reservations recommended<br/><a href="http://www.rocknfishlive.com">www.rocknfishlive.com</a></p>           | <p>Rock'N Fish provides diners with a signature steak and seafood menu that captures the essence of Southern California. Owned and first opened in Manhattan Beach, CA by Michael Zislis, Rock'N Fish uses only the highest quality prime beef and freshest fish, which are brought in daily.</p>   |
|  | <p>213.747.9797<br/>Reservations recommended<br/><a href="http://www.sbe.com/katsuya">www.sbe.com/katsuya</a></p>               | <p>Featuring the dynamic pairing of master sushi chef Katsuya Uechi and world-renowned designer Philippe Starck, Katsuya Downtown LA arrives on the heels of SBE's success with the restaurant's Brentwood, Hollywood, and Glendale locations. Located in the center of the L.A. LIVE promenade, Katsuya offers traditional Japanese fare as well as signature dishes and specialty cocktails created with only the freshest ingredients.</p> |
|  | <p>213.746.0001<br/><a href="http://www.rosamexicano.com">www.rosamexicano.com</a></p>  | <p>Rosa Mexicano brings its authentic Mexican cuisine in a relaxed, stylish setting to the West Coast for the first time. Bathed in signature vibrant hues, this location features modern architectural elements, flexible private dining options, and comfortable outdoor patio seating--a perfect environment to introduce you to the festive atmosphere and delicious cuisine of Rosa Mexicano.</p>  |

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|  <p>Wolfgang Puck<br/>catering</p> | <p>For information on booking a special event at L.A. LIVE for a group 100 or more, contact Evelyn Taylor at 213.763.5441 or <a href="mailto:events@lalive.com">events@lalive.com</a>.</p> <p><a href="http://www.wolfgangpuckcatering.com">www.wolfgangpuckcatering.com</a></p> | <p>Whether it's a pre-concert reception, a spirited award show, corporate teambuilding, or an intimate VIP party, Wolfgang Puck Catering at L.A. LIVE brings imaginative, current cuisine to create a world-class experience your guests will never forget. Exclusive caterer for L.A. LIVE, Wolfgang Puck Catering's on-site kitchen will facilitate all catering needs.</p> |
|                                     | <p>213.623.2288</p>  | <p>Wokcano<br/>800 West 7<sup>th</sup> Street, Los Angeles, CA 90017</p> <p>Wokcano is a contemporary restaurant and lounge featuring fresh sushi and creative maki rolls, as well as modern riffs on traditional fare.</p>   |

**For more information about L.A. LIVE  
and its restaurants, venues, and events, visit [www.lalive.com](http://www.lalive.com)**

## Hotels Near STAPLES Center, Los Angeles

**These are the "Corporate Rates" in effect for all FIDM staff, faculty, students, parents, and extended family. A personal credit card will be required for payment.**

**When making reservations ask for the "FIDM Rate" and use the referral # shown**

| Hotel                            | Address/ Phone / Website  | Rates   | Other   |
|----------------------------------|---|---|---|
| <b>Hotel Figueroa</b>            | 939 South Figueroa Street<br>Los Angeles, CA 90015<br><br>213.627.8971 Reservations<br><br><a href="http://www.figueroahotel.com">www.figueroahotel.com</a>                       | \$134 sgl/dbl +<br>15.5% Tax<br>= \$154.77<br><br>\$184 trpl/qdrpl +<br>15.5% Tax<br>= 212.52 | Parking \$12<br>Cancellation Policy:<br>24 hours before arrival<br><br>NONSMOKING HOTEL   |
| <b>JW Marriott</b>               | 900 West Olympic Boulevard<br>Los Angeles, CA 90015<br><br>323.351.5623<br>800.241.3333<br>Reservations<br><br><a href="http://www.LALIVEMarriott.com">www.LALIVEMarriott.com</a> | Best Available Rate<br>+15.5% Tax<br>+.25¢ Tourism Tax  | Valet Parking \$40<br><br>Cancellation Policy:<br>11 a.m. one day before arrival          |
| <b>Hotel Palomar</b>             | 10740 Wilshire Boulevard<br>Los Angeles, CA 90024<br><br><a href="http://www.hotelpalomar-westwood.com">www.hotelpalomar-westwood.com</a>   | \$179 sgl/dbl +<br>14% Tax<br>= \$204.18  | Valet Parking \$33<br>Cancellation Policy:<br>24 hours before arrival<br>NONSMOKING HOTEL |
| <b>Los Angeles Athletic Club</b> | 431 West 7 <sup>th</sup> Street<br>Los Angeles, CA 90014<br><br>213.625.2211<br><br><a href="http://www.laac.com">www.laac.com</a>  | \$144 sgl +<br>15.5% Tax<br>= \$166.32<br><br>\$159 dbl +<br>15.5% Tax<br>= \$183.65          | Cancellation Policy:<br>48 hours before arrival<br>NONSMOKING HOTEL                       |
| <b>Luxe City Center</b>          | 1020 South Figueroa Street<br>Los Angeles, CA 90015<br><br>213.748.1291 Reservations/Front Desk<br><a href="http://www.luxecitycenter.com">www.luxecitycenter.com</a>             | \$150 sgl/dbl +<br>15.5% Tax<br>= 173.25  | Parking \$30<br><br>Cancellation Policy:<br>72 hours before arrival                       |
| <b>O Hotel</b>                   | 819 South Flower Street<br>Los Angeles, CA 90017  | \$119/\$149 queen/king +<br>15.5% Tax + \$12 Service<br>Fee = \$149.45 - \$184.10             | Validated parking next to hotel \$11<br>(\$20 for in/out privileges for 24<br>hours)      |

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|  | <p>213.623.9904 Reservations<br/>213.614.8010.fax</p> <p><a href="http://www.ohotelgroup.com">www.ohotelgroup.com</a></p>   | <p>20% Best Available Rate<br/>+ 15.5% Tax + 12<br/>Service Fee</p>   | <p>Cancellation Policy:<br/>24 hours before arrival</p> <p><b>NONSMOKING HOTEL</b></p>  |
| <p><b>Sheraton<br/>Los Angeles<br/>Downtown</b></p>          | <p>711 South Hope Street<br/>Los Angeles, CA 90017</p> <p>213.612.3141<br/>213.488.3500</p> <p><a href="http://www.sheraton.com/losangeles">www.sheraton.com/losangeles</a></p>                                     | <p>\$163 sgl/dbl + 15.58%<br/>Tax = \$188.40 (incl.<br/>parking)<br/>\$193 Club Level +<br/>15.58% Tax = \$223.07<br/>(incl. parking)</p> | <p>Parking \$28 /<br/>Valet parking \$32</p> <p>Cancellation Policy:<br/>24 hours before arrival</p> <p><b>NONSMOKING HOTEL</b></p> |
| <p><b>SLS Hotel at<br/>Beverly Hills</b></p>                 | <p>465 South La Cienega Boulevard<br/>Los Angeles, CA 90048</p> <p><a href="http://www.slshotels.com">www.slshotels.com</a></p>   |   |   |
| <p><b>The<br/>Ritz-Carlton<br/>@ LA LIVE</b></p>             | <p>900 West Olympic Boulevard<br/>Los Angeles, CA 90015</p> <p>323.351.5623<br/>800.241.3333 Reservations</p> <p><a href="http://www.ritzcarlton.com/hotel/losangeles">www.ritzcarlton.com/hotel/losangeles</a></p> | <p>Best Available Rate<br/>+15.5% Tax<br/>+.50 ¢ Tourism Tax</p>  | <p>Valet Parking \$50</p> <p>Cancellation Policy:<br/>24 hours before arrival</p>   |
| <p><b>The Ritz-<br/>Carlton @<br/>Marina del<br/>Rey</b></p> | <p>4375 Admiralty Way<br/>Marina del Rey, CA 90292</p> <p>310.823.1700<br/>800.241.3333 Reservations</p>  | <p>\$289 sgl/double +13.1%<br/>Tax = \$326.86<br/>\$389 Club Level + 13.1%<br/>Tax +m \$439.96</p>  | <p>Parking: \$35</p> <p>Cancellation Policy:<br/>24 hours before arrival</p>  |
| <p><b>The<br/>Standard<br/>Downtown<br/>LA</b></p>           | <p>550 South Flower Street<br/>Los Angeles, CA 90071</p> <p>213.892.8080 Reservations</p> <p><a href="http://www.standardhotel.com">www.standardhotel.com</a></p>   | <p>\$145/\$155/\$190<br/>med/large/huge + 15.5%<br/>Tax =<br/>\$167.48/\$179.03/\$219.45</p>  | <p>Valet Parking Only<br/>\$36.00</p> <p>Cancellation Policy:<br/>2 p.m. on day<br/>before arrival</p>                              |
| <p><b>The W Hotel</b></p>                                    | <p>6250 Hollywood Boulevard<br/>Los Angeles, CA 90071</p> <p>877.946.8357 Reservations</p>  | <p>\$225/\$265 +<br/>14.08% Tax</p>   | <p>Direct Access to<br/>Metro Red Line<br/>(Hollywood/<br/>Vine stop)</p>   |

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|   | <a href="http://www.starwoodhotels.com">www.starwoodhotels.com</a>                                |  |   |
| <b>Millennium<br/>Baltimore<br/>Hotel Los<br/>Angeles</b> | 506 South Grand Avenue<br>Los Angeles, CA 90071<br><br>213.612.1575<br>866.866.8086 Reservations  | \$155 sgl/dbl/ + 15.5%<br>Tax = \$179.10<br>\$205 Club Level + 15.5%<br>Tax = \$236.88 | Valet Parking: \$40<br><br>Cancellation Policy:<br>24 hours before arrival<br><br>NON-SMOKING HOTEL |
| <b>Courtyard<br/>Los Angeles<br/>L.A. LIVE</b>            | 901 West Olympic Boulevard<br>Los Angeles, CA 90015<br><br>213.443.9200<br>Courtyardlalive.com    | \$309 + Tax  |   |
| <b>Residence<br/>Inn Los<br/>Angeles L.A.<br/>LIVE</b>    | 901 West Olympic Boulevard<br>Los Angeles, CA 90015<br><br>213.443.9200<br>ResidenceInnLALIVE.com | \$329 + Tax  |   |

\* All prices are subject to change without notice.