

Phonetic Spelling Form

Please return this page to the Registrar with your Clearance Form. We want to be sure to pronounce your name correctly at the Commencement Ceremony. The name the school has in the system is how it will be placed on the diploma.

1. Please print your name below. Be sure to write clearly and neatly.

EXAMPLE: Cindy L. Shelton

Your Name Here

Major: _____ Degree: (Please circle one) DIP AS BS BFA MFA

2. Print your name spelled phonetically (as it sounds) or a word it rhymes with as you wish it to be announced at graduation.

EXAMPLE: sin dee el shel ton

Your Phonetic name here

ALUMNI REGISTRATION POLICIES AND PROCEDURES

The Art Institutes Alumni Online Community: <http://www.alumniconnections.com/ArtInstitutes>

Search for friends, look for jobs and make new connections with the Online Community. Membership is exclusive and free to alumni only. All you need to do to take advantage of all the community has to offer is to proceed through the registration process to establish a User ID and password.

Eligibility: Alumni, (graduates) of the Art Institute, who are in good standing, are eligible to receive services from AiCA-SF. Proof of graduation from a referring Ai campus is required. Art Institute of California – San Francisco graduates will receive an alumni ID from the Print Shop/Registrar upon completion of their Graduation Clearance Form.

Policies:

- Alumni must enter the facility through the Gallery/lobby entrance, sign in with the Receptionist and show either a valid Alumni ID or request a day pass from the Receptionist.
- To meet with a Career Services Advisor, alumni should call in advance to schedule a visit. When coming for a scheduled visit, they will sign in on the Career Services Alumni Log.
- Alumni are permitted to use services and facilities only for portfolio development or educational related reasons. **Resources may not be used for the completion of freelance or paid work.**
- Alumni are not eligible to use labs or equipment during weeks 10 or 11. AiCA-SF students have first priority for equipment and lab usage.
- Alumni may not sit in on classes.

Failure to comply with the policies and procedures of AiCA-SF or non-professional behavior will result in termination of eligibility for services.

DIPLOMA MAILING FORM

PLEASE INDICATE BELOW THE ADDRESS YOU WISH TO HAVE YOUR DIPLOMA MAILED TO.
YOUR LEGAL NAME WILL BE THE NAME ON YOUR DIPLOMA.

Name _____

ID Number _____

Address _____

City _____ State _____

Zip _____ email _____

Tel _____

Detach this portion and submit to Registrar

KEEP FOR YOUR REFERENCE – DIPLOMA INFORMATION

You legal name will be the name on your diploma. Diplomas will be mailed after Week 6 in the quarter after you graduate. It will be mailed to the address you listed on the diploma mailing form submitted to the Registrar's office. If you have questions or need to update your contact information before the mail out date, contact John Ros, Assistant to the Dean at 415-276-1008 or jros@aii.edu or Michelle Kalus, at 415-276-16785 or mkalus@aii.edu.

To request transcripts go to the Registrar's website at www.ar3710.aisites.com/forms.html

Best Portfolio Winners

Allow an additional 2-3 weeks for plaque delivery upon receipt of your diploma. Please refer to the contact information as listed above for questions or concerns.