

Off-Campus Graduation Pictorial Guidelines

For graduating students who shall avail the graduation pictorial in the University:

- Be on time during the scheduled date and time of pictorial.
- White undershirt is recommended for men and women.
- Personal make-ups are allowed but make-up artists outside the University are not allowed to enter the University.
- Graduating students who wish to avail creative shots, if available, shall observe and portray decency and respects races, religions, sexes, cultures, and others that may be subjected for discrimination and extremism.

For graduation students who are permissible to avail the graduation pictorial outside the University:

- Detailed specifications of the graduation picture must have the following:
 - File Orientation: Portrait
 - Color Mode: Colored (RGB)
 - File Type: .jpeg, .jpg or .png
 - File Size: at least 15mb per image
 - File Dimension: at least 4000 x 6000 pixels
 - Print Resolution: at least 300 dpi
 - Focal Length: 50mm (Recommended)
 - Aperture: f/6.3 to f/8
 - Lights: Key Light, Fill Light, Hair Light, Background Light
 - Background: Blue-Green Textured Abstract (non edit)

- The following are the list of graduation pictures needed to submit:



- Graduation Picture with Tag Name and Course**
 - Last Name, First Name, Middle Name
 - Complete Course and Major (if any)

Ex: DELA CRUZ, JUAN A_BSED Math
- Graduation Picture with File Name**
 - Last Name, First Name, Middle Initial
 - Stored in Folder with Course and Name of the Students (folder name: BSED > DELA CRUZ, JUAN G > TOGA/FORMAL/BARONG/CREATIVE

Ex. DELA CRUZ, JUAN A SFTG UCU 0001.jpg



- Photo Picture with slightly facing left, head towards the camera**
 - Hands on cap (diagonal position), with the index finger pointed in the top corner, three (3) inches below the hood. With UCU MEDAL hanging on the hood (not inserted or edited). Make sure that the UCU Medal is not covered by the cap.
 - Hood should be a Gamosa Fabric
 - No name tag
 - Edited/Enhanced

Filename: DELA CRUZ, JUAN A SFTG UCU 0001_LEFT.jpg



- **Slightly facing right, head towards the camera**
 - Hands on cap (diagonal position), with the index finger pointed in the top corner, three (3) inches below the hood. With UCU MEDAL hanging on Hood (not inserted or edited). Make sure that the UCU Medal is not covered by the cap.
 - Hood should be a Gamosa Fabric
 - No name tag
 - Edited/Enhanced

Filename: DELA CRUZ, JUAN A SFTG UCU 0001_RIGHT.jpg

3. The following are the official colors of tassels and hoods per program:

- **Baccalaureate:**
 - BSE/BEEEd (regardless of major) – Blue
 - BS Accountancy/ BSBA – Golden Yellow
 - BS Engineering and Architecture – Maroon
 - BS Criminology – Red
 - BA Communication – Blue
 - BS Social Work – Dark Violet
 - BS Psychology – White
 - BS IT – Gray
 - BLIS – Pink
 - BS HM – Orange
 - BS TM – Pink
 - BS Nursing –Green
 - BS Midwife – Pink and Violet
 - BS Pharmacy – Violet
 - Bachelor of Laws/Juris Doctor - Violet (Three stripes/bars)
 - Associate – Black
- **Graduate School (Masteral)**
 - MAEd – Blue
 - MPh/MAN- Green
 - MBA- Golden Yellow
 - MPA – White
 - *Two stripes/bars
- **Graduate School (Doctorate)**
 - EdD – Blue
 - DPA - White
 - *Three stripes/bars
- **Technical-Vocational Course**
 - Black

4. A default logo of the University shall be used in the powerpoint presentation if the graduating student did not submit any graduation picture to the committee.



5. Graduation pictures with must have the official background photo.
6. Graduating students shall also submit a passport-sized photo (1.37" x1.77") in business attire with white background.
7. All graduation pictures shall be sent via cpca@ucu.edu.ph and copy furnished to multimedia@ucu.edu.ph

