

## **INSTRUCTIONS TO CANDIDATES FOR GRADUATION**

### **THE SIXTY-EIGHTH COMMENCEMENT - COLLEGE OF STATEN ISLAND**

**Tuesday, May 30<sup>th</sup>, 2017 at 9:30 a.m.**

The 68th commencement of the College of Staten Island will take place on Tuesday, May 30, 2017 at 9:30 a.m. The ceremony will be held outdoors on the Great Lawn, rain or shine. You will need to be at the college no later than 8:30 a.m. to participate in this ceremony. Report to your major department building. Those degree candidates receiving an Associate in Arts (AA) or Associate in Science (AS) degree should meet in front of the Campus Center. Departmental exercises will follow the college-wide ceremony.

#### **CAPS AND GOWNS**

All degree candidates (January, June and August) must be measured for and pick up caps and gowns on **Tuesday, May 23, 2017 between 12 noon and 8 p.m. or on Thursday, May 25, 2017 between 10 a.m. and 6 p.m.** in the Campus Center, 1C - Room 209. Please read the information about **CAPS AND GOWNS**. If you are unable to pick up your cap and gown during these times, you may send a friend or family member. Please provide them with a signed copy of the cap and gown notice. You may keep your cap and gown after the ceremony. There will be no charge for your cap and gown. Your student activity fee covers the cost.

#### **ROBING INSTRUCTIONS**

Caps are to be worn flat on the head. Associate's and Bachelor's degree candidates wear tassels on the right; Master's degree candidates wear them on the left. Since the procession and ceremony will be held outdoors, it is suggested that degree candidates take weather conditions into consideration and wear appropriate clothing and footwear. Robing, lining up, and moving in the academic procession involves being on your feet for a considerable length of time. Therefore, comfortable footwear is recommended.

#### **SECURING PERSONAL BELONGINGS**

There will be no place for securing personal belongings. Bring with you only items that you can carry. **No backpacks, fanny packs, umbrellas, or other bags will be allowed in the line of march.**

#### **ROBING AND LINING UP FOR THE PROCESSION**

All degree candidates should report in cap and gown to their major department building by 8:15 a.m. Those degree candidates receiving an Associate in Arts (AA) or Associate in Science (AS) degree should meet in front of the Campus Center. Degree candidates and faculty will be led to Alumni Walk by faculty marshals at 8:45 a.m.

#### **THE CEREMONY**

Degree candidates, led by a member of the faculty or a graduating student who will be carrying the departmental banner, will assemble by department along Alumni Walk by 9:00 a.m. Departmental signs will be posted. Within departments, degree candidates should line up in the following order: Associate's degree candidates, Bachelor's degree candidates, Master's degree candidates, and Sixth-Year Certificate candidates. Faculty from each department will follow. The procession will move from Alumni Walk, through the Center for the Arts courtyard and then through the atrium onto the Great Lawn.

#### **DECORUM**

The commencement ceremony lasts about two hours and is a serious occasion. Participants are expected to comport themselves appropriately during the ceremony. Cell phones and other electronic devices should be switched off or to vibration mode during the ceremony.

## **PRESENTATION OF DEGREE CANDIDATES AND CONFERRING OF DEGREES**

The Senior Vice President for Academic Affairs/Provost formally presents each group of degree candidates (A.A., A.S., A.A.S., B.A., B.S., M.A., M.S., M.S.Ed., and Sixth-Year Certificates) to the President. January and June graduates will be presented first, followed by August graduates. The Senior Vice President/Provost will ask each group to rise and remain standing until all degrees have been conferred. The President will read a statement conferring degrees. At the conclusion of the President's statement, all Bachelor's and Associate's degree candidates may change the tassels on their caps from right to left.

## **RECESSIONAL**

At the close of the exercises, graduates will be led from the Great Lawn by the faculty marshals.

## **GENERAL INFORMATION**

### **GUESTS**

Graduates may invite as many guests as they wish to the outdoor college-wide commencement ceremony at 9:30 a.m. It is not necessary to have an invitation or ticket in order to attend the outdoor ceremony. Guests should proceed directly to the Great Lawn and be seated. The music prologue begins at 9:00 a.m. See **INFORMATION FOR GUESTS** regarding the ceremony, departmental exercises and other information.

### **STUDENTS/GUESTS WITH DISABILITIES**

Special arrangements will be made for degree candidates with disabilities. If you require special arrangements, contact the Center for Student Accessibility at (718) 982-2510. Guests who are wheelchair users should inquire at the entrance gates about special on-campus transportation. They will be directed to a drop-off point where they and one companion will be able to access special transportation to and from the site of the ceremony. In addition, the College's disability van can be accessed anywhere on campus by notifying a public safety officer.

### **PARKING**

Parking will be available on campus at all marked lots.

### **DIPLOMAS**

Diplomas are not distributed at commencement. The Registrar of the College will notify each graduate by mail when diplomas may be picked up.

### **INVITATIONS AND PROGRAMS**

Commencement invitations will be distributed with caps and gowns. Students wishing additional copies of invitations may pick them up in the Office of Student Life, Campus Center (1C), Room 201. However, it is not necessary to have an invitation in order to attend the outdoor ceremony.

The commencement program is not available until the day of commencement. Additional copies of the commencement program may be picked up the WEEK FOLLOWING commencement in the Office of Student Life, Campus Center (1C), Room 201.

### **FOR FURTHER INFORMATION**

If you need additional information about commencement, caps and gowns, or the ceremony, call (718) 982-2335. The telephone number to call on the day of commencement, Tuesday, May 30<sup>th</sup> (and only on that day) is (718) 982-2000; a special operator will be on duty beginning at 8 a.m.

# **INSTRUCTIONS TO CANDIDATES**

## **GUESTS**

Your guests should proceed to the site of the departmental exercises immediately after the college-wide ceremony and be seated.

## **RECEPTION**

A post-commencement celebration will take place immediately following the departmental exercises in the Campus Center. Light refreshments will be served to graduates and their guests.

## **ADDITIONAL INFORMATION**

You will receive additional information about the departmental exercises through a separate mailing from your department. If you have questions about the departmental exercises, please call your department.