INSTRUCTIONS TO CANDIDATES FOR GRADUATION

THE SIXTY-NINTH COMMENCEMENT - COLLEGE OF STATEN ISLAND

Thursday, May 31, 2018 at 9:30 a.m.

The sixty-ninth Commencement of the College of Staten Island will take place on Thursday, May 31, 2018 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 8:15 a.m. to participate in this ceremony. Report to the building where your major is housed. Those degree candidates receiving an Associate degree of Liberal Arts and Science, (AA), (AS) should meet in front of the Campus Center (Building 1C). 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 22, 2018 between noon and 8:00 p.m. or on Thursday, May 24, 2018 between 10:00 a.m. and 6:00 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. Your Student Activity Fee covers the cost of your cap and gown.

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 procession.**

ROBING AND LINING UP FOR THE PROCESSION
All degree candidates should report in cap and gown to the building where their major is housed by 8:15 a.m. Those degree candidates receiving an Associate degree of Liberal Arts and Science, (AA), (AS) 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 8:45 a.m. Departmental signs will be posted, so you may easily identify your group. 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 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 Provost/Senior Vice President for Academic Affairs 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 Provost/Senior Vice President 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
Seating is limited. Each graduate should think about the number of guests to be invited to the outdoor ceremony. Some departmental exercises require tickets and do limit the number of guests. The music prologue begins at 9:00 a.m. and guests should proceed directly to the Great Lawn as the College-wide ceremony begins at 9:30 a.m. See INFORMATION FOR GUESTS on the Instructions to Candidates page 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 assistance, contact the Center for Student Accessibility at 718-982-2510. Guests who are wheelchair users or who have limited mobility, 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
Please be mindful that parking is limited and 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 made for degree candidates with disabilities. If you require assistance, contact the Center for Student Accessibility at 718-982-2510. Guests who are wheelchair users or who have limited mobility, 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.

FOR FURTHER INFORMATION
If you need additional information about Commencement, caps and gowns, or the ceremony, call 718-982-2335 during normal business hours. After hours, refer to the Commencement Website, https://www.csi.cuny.edu/campus-life/commencement. The telephone number to call on the day of Commencement, Thursday, May 31st (and only on that day) is 718-982-2000; a special operator will be on duty beginning at 8:00 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 (Building 1C). 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.