Forty-Seventh Commencement Exercises
Wednesday, May 30, 2012  10:30 am & 3:00 pm
Jacob Javits Convention Center North
Graduate Entrance: 38th Street & Eleventh Avenue
Guest Entrance: 39th or 40th Streets & Eleventh Avenue

COMMENCEMENT REMINDERS

**Guest Entry and Seating**

Morning Ceremony:  Doors open at 9:30 am
Afternoon Ceremony: Doors open at 2:00 pm

Guests will enter Javits North Hall via the entrances on Eleventh Avenue and 39th or 40th Streets. Only guests with tickets for the appropriate ceremony (morning or afternoon) will be admitted. All guests must have a ticket. Please make sure that guests enter the Hall together as it is not possible to hold seats for latecomers. All exits from Javits North Hall are final. There will be no reentry of guests permitted.

Guests with disabilities should enter Javits North Hall through the entrance on 39th Street and Eleventh Avenue. After proceeding through the ticketing area, continue to the wheelchair ramp located on the right side of the hall. If graduates indicated that their guests are in wheelchairs, mobility impaired or hearing impaired they will already have been designated to sit in sections that will accommodate their disability.

Please note that smoking or the carrying of food and/or beverages of any kind into the Javits Convention Center is strictly prohibited.

**Degree Candidate Entry and Assembly for Procession**

All degree candidates will enter the Javits Convention Center through the entrance on 38th Street and Eleventh Avenue.

The procession for degree candidates will form in the Lower Level 1A Hall of Javits Convention Center. Upon entering Javits follow the signs for “All Graduates” down the escalators to the graduate assembly area. This is the Lower Level 1A Hall.

When exiting the escalator follow the directional signage or ask faculty/staff marshals for your degree lines. Staff will be positioned throughout the assembly area to help candidates find their way. There will also be a Graduate Information Station set up at the entrance of the assembly area to provide additional assistance.

As degree candidates enter they will be given name cards. These cards will need to be completed prior to the start of the procession. They will be used when candidates are photographed in the procession as they enter the Javits North Hall Link and prepare to march into the Hall.

There are no checking facilities in the graduate assembly area (Lower Level 1A), and you will not return to this area after the ceremony, therefore candidates should arrange to leave any personal effects with their guests prior to entering the assembly area.

Baby strollers are discouraged in the procession since there is no place to stow them within Javits North Hall.

Again, please note that smoking or the carrying of food and/or beverages of any kind into Javits Convention Center is strictly prohibited.
**Degree Candidates with Disabilities Entry and Assembly for Procession**

Degree candidates with mobility impairments that have difficulty with stairs should enter through the 38th Street and Eleventh Avenue entrance and then proceed to the elevators located to the left of the escalators. Take the elevators down to the Lower Level 1A Hall and upon exiting follow the directional signage or ask faculty/staff marshals for your degree lines. Candidates with disabilities will enter Javits North Hall in the procession and then be seated in sections that will accommodate their disability.

**Important Items to Keep in Mind**

Candidates must wear their hoods. Cap tassels are worn on the right until the degrees are conferred, then switched to the left upon conferral by the President.

Caps should be worn throughout the ceremonies, except that men should remove caps during the National Anthem and Alma Mater.

While this is not a guarantee, if you wish to sit beside a friend, be sure to march directly behind or in front of that person.

As candidates reach their designated seat, they may be seated. Later, at the Chief Marshal’s request, candidates will stand for the singing of the National Anthem and at the end of the ceremony for the Baruch Alma Mater.

**The Ceremony**

Candidates will stand when being presented by the respective Dean of their school. At the conclusion of the presentation by each of the Deans, the Chief Marshal will ask all candidates to stand together for the conferral of degrees by the President.

Upon conferral of the degrees by the President, candidates will move their tassel from the right to the left.

**Recessional**

Upon conclusion of the ceremony, the Presidential Party and faculty will leave the stage. As soon as they have left the Hall, the Chief Marshal will declare that the exercises are officially over. There will be no formal recessional for graduates.

Because the area is large and there will be more than 4,000 guests and 1,250 graduates, you are urged to make plans with family and friends about where to meet at the end of the ceremony. All graduates and their guests will exit the Hall through the doors on the right side of the Hall. Exits are marked accordingly and will put you on 40th Street between Eleventh and Twelfth Avenues.
Additional Information for Candidates and Guests

Children: Children under five years of age frequently become bored and grow restless during the commencement exercises. We therefore strongly recommend that children under five years of age not attend the ceremony. All children attending must have a ticket.

 Courtesy: Guests are requested to not block the aisles or obstruct the view of others at all times.

 Graduation Portrait: Prior to entering the Hall, a professional photographer will photograph all graduates during the processional. This is where/when graduates will provide the completed name card they received upon entering the graduate assembly area (Lower Level 1A Hall). You will receive an email directly from GradImages containing a proof and additional information about purchasing the photograph a few days after the Commencement Exercises. Graduates are under no obligation to purchase these photographs.

 Taking Photographs: During the ceremony guests are encouraged to remain in their seats and enjoy the festivities. Please refrain from standing in the aisles to take photographs while the ceremony is in progress. It will obstruct the view of other guests and block the path of graduates trying to enter the Hall. Since graduates keep their caps and gowns, family and friends will have plenty of opportunities to take pictures both before and after the ceremonies. To provide graduates with backdrops suitable for photography a number of Commencement banners will be set up in the courtyard near the 39th Street entrance to the Javits North Hall. Additionally, the electronic marquee outside the Javits Convention Center (along Eleventh Avenue) will display “Baruch College Commencement” in rotation with other Javits’ events and can be an effective backdrop for graduation photos.

And finally, on behalf of the faculty, staff and administration of Baruch College let us be the first to say, Congratulations and Best Wishes!

The Commencement Planning Team
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