Dear Graduate:

Congratulations on the completion of your studies at Baruch College! As your time draws to a close, I hope you look back fondly on your Baruch experience and that you have made lasting friendships, developed professionally, and increased your knowledge-base. Below is pertinent information for Baruch College’s 2019 Commencement Exercises to be held on Monday, June 3rd at Barclays Center located at 620 Atlantic Avenue, Brooklyn, NY. The Commencement ceremony for both undergraduate and graduate students will begin at 9:30 a.m. with doors opening at 8:00 a.m.

Pre-ceremony Information

Caps and Gowns: Participants in the Commencement Exercises must wear appropriate academic attire. To order academic attire, please visit the Baruch College Commencement website at www.baruch.cuny.edu/stulife. Please indicate the degree you are receiving (BA, BBA or BS/MBA, MPA, MS, etc.). The entire academic regalia, made with 100% recycled content as part of Baruch College’s sustainability initiative, is yours to keep.

Payment: Payment must be made online in the amount of $52.50 for Bachelors, $55.50 for Masters, and $59.50 for Doctorates. Please note that tax is not included in this amount.

Refunds: If, for any reason, you choose not to attend the ceremony and no longer require academic attire, you must submit a written refund request to thegraduteguy@aol.com by May 1st. (Note: requests for refunds will NOT be honored after Commencement). Any academic attire that is not picked up on the day of Commencement is returned to the manufacturer at the end of the day.

Commencement Guest Tickets: Tickets for admission to the Commencement Exercises are limited to guests of graduates in the academic procession. Graduates ordering before the deadline will receive four (4) guest tickets. Graduates ordering after the deadline may receive a reduced number of guest tickets. If there are extra tickets after the initial distribution has been completed, these tickets will be distributed on a first-come, first-serve basis at a later date. Please check the Baruch College Commencement website at www.baruch.cuny.edu/stulife for this date.

Ordering Deadline: To order your cap and gown and guest tickets, please visit the Baruch College Commencement website at www.baruch.cuny.edu/stulife. The deadline to complete orders is Wednesday, April 17th. After this date, you will need to purchase your
cap and gown in person on Tuesday, May 21\textsuperscript{st} or Wednesday, May 22\textsuperscript{nd} in the NVC Cafeteria Area between 11:00 a.m. and 7:00 p.m. \textit{Note that you will be charged an additional $10 late fee.}

**Cap and Gown and Guest Ticket Distribution:** Cap & Gown and Guest Ticket Distribution will occur in the Newman Vertical Campus, Multipurpose Room (NVC 1-107) on Tuesday, May 21\textsuperscript{st} or Wednesday, May 22\textsuperscript{nd} between 11:00 a.m. and 7:00 p.m. These are the only hours for Cap & Gown and Guest Ticket Distribution. If you cannot pick up your cap and gown during these hours, you may have a friend or relative do so with a note authorizing them to receive your academic attire, along with a photocopy of your Baruch College ID card.

**Graduation Eligibility:** You must file an Application for Degree form with the Office of the Registrar by February 15\textsuperscript{th} to be eligible to graduate and for your name to appear in the Commencement program. Only an official notification from the Office of the Registrar should be accepted as a definitive statement of graduation. Receipt of this letter does not signify that you have fulfilled all your academic requirements and does not indicate that you are eligible to graduate.

**Diplomas:** Diplomas are not presented during the Commencement Exercise. Each candidate for graduation should confirm that the Office of the Registrar (151 East 25\textsuperscript{th} Street, Room 850) has his/her correct address on file. Upon receipt of notice of graduation (which accompanies the official transcript), candidates may then pick up their diploma at the Office of the Registrar.

**Graduation Portrait:** Prior to entering the arena on the day of Commencement, a professional photographer will be available to photograph all graduates. A few weeks after the ceremony, graduates will receive an email from the photo studio containing proofs and purchasing information. To facilitate this process, register your personal email address with the photo studio prior to Commencement via their website at www.gradimages.com/Register.cfm. Please note that you cannot use your Baruch College email address due to file size restrictions and spam filters. Graduates are under no obligation to purchase photographs.

**Lexicon 2019 Yearbook:** The 2019 Lexicon Yearbook will be distributed to all students who have preordered the book on Tuesday, May 21\textsuperscript{st} or Wednesday, May 22\textsuperscript{nd} between 11:00 a.m. and 7:00 p.m. in the Newman Vertical Campus, Multipurpose Room (NVC 1-
Additional information on ordering the 2019 Lexicon is available at www.baruch.cuny.edu/stulife.

**The Ceremony:** Candidates for degrees will receive additional information on the ceremony at the time of cap and gown distribution. The ceremony is expected to run approximately 2 hours and 30 minutes.

**Graduates with Disabilities:** If you or any of your guests require accommodations due to a disability, you will have the opportunity to note this on the form when you order your tickets.

**Additional information:** Contact the Office of Student Life, One Bernard Baruch Way, NVC 2-210, at 646-312-4550, or visit the commencement website for updates at www.baruch.cuny.edu/stulife.

**Guest Information**
Candidates should make sure that their guests are aware of the following:

**Entrance:** Guests will enter Barclays Center through the GEICO Atrium on the corner of Flatbush Avenue and Atlantic Avenue.

Barclays Center is accessible to individuals with disabilities. Special instructions regarding seating areas for individuals with disabilities will be provided at the time of ticket distribution.

**Seating:** All guests must have a ticket to attend the ceremony. There is no reserved seating. Please make sure that all guests enter together as it is not possible to hold seats for latecomers. Ushers will seat guests in any unoccupied seats as needed.

**Guests with Disabilities:** Guests with disabilities will enter Barclays Center through the GEICO Atrium. Participants who indicate that their guests are in wheelchairs, mobility impaired, or hearing impaired will be seated in sections that can accommodate their disability.

**Courtesy:** Guests are requested not to block the line of march or to obstruct the view of others.
Photographs: To provide graduates and their guests with memorable photo opportunities, a number of backdrop banners will be set up. Additionally, since all participating graduates will own their caps and gowns, you are free to pose for family and friends whenever and wherever you choose.

Children: Children under five years of age frequently become bored during the ceremony; therefore, we urge that children under five not attend the Commencement Exercises. Like all guests, children must have a ticket to attend the ceremony.

Barclays Center: The management of Barclays Center has asked us to remind all graduates and their guests that smoking or the carrying of food and/or beverages of any kind into the arena is strictly prohibited. Additionally, once guests have entered Barclays Center, should they choose to leave, they will not be permitted reentry.

Day of Ceremony Information

ENTERING THE ARENA

Photo Name Cards: Degree candidates will be given name cards as they enter Barclays Center. These cards need to be completed prior to entering the arena. The cards will be used when you are photographed prior to entering the arena.

Graduates with Disabilities: Degree candidates who have indicated they have difficulty using stairs will receive additional instructions during Cap & Gown and Guest Ticket Distribution. Candidates with disabilities will be seated in specific sections to accommodate their disability.

THE GRADUATION CEREMONY

Sitting with a Friend: While this is not a guarantee, if you wish to sit beside a friend, be sure to arrive with that person.

Sitting & Standing: As you reach your designated seat, please be seated. Later, at the Chief Marshal’s request, you will stand for the singing of the National Anthem and at the end of the ceremony for the Baruch Alma Mater. Candidates will stand when being presented by the respective Dean of their school. At the conclusion of the presentation by
each of the Deans, all candidates will be asked by the Chief Marshal to stand together for the conferral of degrees by the President.

Caps and Hoods: Caps should be worn throughout the ceremonies, except that men should remove their caps during the singing of the National Anthem and Alma Mater. Candidates must wear their hoods.

Cap Tassels: Cap tassels are worn on the right until the degrees are conferred, then switched to the left upon conferral by the President.

THE RECESSIONAL

Order of Departure: Upon conclusion of the ceremony, the Presidential Party and faculty will leave the stage. As soon as they have left the area, the Chief Marshal will declare that the Commencement Exercises are officially over. There will be no formal recessional for graduates. You are asked to leave the auditorium in an orderly manner.

Plan Ahead: Because the area is large and there will be a large number of guests and graduates, you are urged to make plans with parents and friends about where to meet at the end of the ceremony.

And finally, on behalf of the faculty, staff, and administration of Baruch College, Congratulations and Best Wishes!