Dear Degree Candidate,

With only 19 days remaining until Winter Commencement, I wanted to share with you some important details.

**The Ceremony**

**Sunday, December 16, 2012 at 1pm in the SEFCU Arena**

*All students will be recognized individually and cross the stage.*

Doctoral candidates, upon being introduced, you will walk a few short steps past your dean (who will read your name) to the “H” marked on the stage floor to be hooded. Please stop on the “X”. Once your faculty advisor affixes your hood, proceed to center stage to shake the President’s hand and then exit to be photographed and return to your seat.

Bachelor’s and Master’s students, upon being introduced, you will enter the stage (from the left) and proceed to the center of the stage to shake the President’s hand. You will then exit to be photographed and return to your seat.

Please be careful entering and exiting the stage. We ask that all students return to their seats after crossing the stage and cheer on their fellow graduates. The ceremony will last approximately 2 hours and 15 minutes.

There are no scheduled departmental ceremonies or additional commencement related events in the fall. You are invited to partake in these additional festivities during spring commencement weekend if you wish.

The honorary degree recipients will be John Egan and Carol Gilligan. Ms. Gilligan will give the address. Their bios. can be found on the Commencement web-site.

**Where to park**

Parking will be concentrated in both the arena and Dutch Quad Gold lots. Shuttle service from the Dutch Quad Gold lot to the ceremony site will be available both before and after the event. A parking map can be found at [www.albany.edu/commencement](http://www.albany.edu/commencement)

**Frail and/or Handicapped Guests**

If you are traveling with elderly guests, or those with accessibility needs, you may drop them off at the arena via the bus turnaround off of perimeter road. There will be a University Police Officer there directing traffic. If your guest requires a wheelchair we recommend that they bring their own to the ceremony. There will be a limited number on hand to assist transporting guests to their seats. An area inside the arena will be reserved for them along with 2 escorts. A sign language interpreter will be on stage throughout the ceremony. Staff will point you in the right direction upon entry.

**Student Assembly & Procession**

Bachelor’s & Master’s candidates: Assemble in the gym inside the Physical Education building. Please utilize the entrance closest to the SEFCU Arena, not the football field.

Doctoral candidates and their hooding faculty member will assemble in the Hall of Fame Room, inside the SEFCU Arena.

At both locations, students will check in and receive their photo card. Please keep this with you at all times, it will be used during the individual recognition portion of the ceremony! You will present this card to the reader upon entering the stage. They will use the information printed on this card to introduce you to the audience. There is space for you to include a phonetic spelling if you wish.
In both locations, you will be lined up by school / college (not major). If there is someone that you would like to sit with they must stand either in front or behind you in line. Backpacks / large bags are not allowed in the procession or on the floor. Please do not plan on leaving anything in your respective assembly location. Give all valuables, coats, or personal belongings to your guests in attendance. Assembly areas will not be secured during the ceremony. Assembly diagrams can be found at www.albany.edu/commencement

All Students should report by Noon. Please factor in 15 minutes to find parking and make your way to your assembly location.

What to wear
Proper academic regalia required to participate in the ceremony. If you haven’t already secured your cap and gown, please visit the University Bookstore as soon as possible to address all of your commencement related needs.

Guests
Doors to the arena will open to the public at Noon. Seating is general admission with the exception of designated areas reserved for legacy students and those guests with accessibility needs. A seating diagram posted online under the “Important Updates” section on the homepage at www.albany.edu/commencement highlights these areas along with a projected seating diagram for degree candidates.

Photography
All students will be professionally photographed as they cross the stage as well as an individually staged shot. These proofs will be mailed to you within 2 weeks of the ceremony with options for purchase. All aisles need to be kept clear for emergency access and egress.

Tickets
Ticket distribution has officially ended. If you have not yet picked up your tickets, nor requested that they be held at Will Call but plan to have guests attend the ceremony, please email commencement@albany.edu immediately!

Will Call
If you have requested that tickets be held at Will Call, you or your guests may pick them up beginning at 11:30AM Sunday morning. Will Call is located inside the lobby of the PE building. There will be directional signage.

Extra Tickets
We are currently assessing number available vs. capacity related issues. If you have recently contacted us via email we will reply within 48 hours.

Reminders
1. Students and guests are not permitted on the stage after the event.
2. Concessions, souvenirs and flowers will be sold in the lobby of the SEFCU Arena. Due to the fire systems in place inside the arena, balloons will not be permitted inside.
3. Please be sure to pick up your regalia if you have not already done so.
4. Only the Platform Party and Faculty will recess after the ceremony has concluded. All Degree candidates will be asked to remain at their seats until the conclusion of the recessional, and meet their guests either in the stands or on the arena floor.
5. There is no rehearsal for students. Staff and Marshals will assist you throughout the assembly and procession. Please follow their directions.
6. When it is your turn to cross the stage: as soon as the reader begins to read your name, begin walking to the center of the stage where the President is standing, shake hands and take the scroll handed to you, and then proceed to the stairs on the opposite side of the stage. The seating diagram found online references your path across the stage.

7. Please wear comfortable shoes (you will be on your feet for a bit of time) and women avoid heels if possible! The staging can be tricky for those wearing heels. Also, please be cognizant of the steps both as you enter and exit the stage.

8. Decorum is expected of all participants. This is a very exciting event for all degree candidates, please respect your fellow graduates by returning to your seat after you have crossed the stage to cheer on those waiting their turn.

9. Proofs from the photographer will be sent to you approximately two weeks after commencement. You are under no obligation to purchase photos.

10. Your physical diploma will be mailed to you approximately 6 weeks after final grades have been recorded.

For instant reminders and updates please follow us on Twitter at: 
http://twitter.com/UALBANYEVENTS

* For Further Detail for family and friends…..
www.albany.edu/commencement/