

Westchester Undergraduate Ceremony Agenda

INSTRUCTIONS FOR STAFF AND STUDENTS

Westchester Undergraduate Commencement
May 20, 2011, 11:00 AM

SITE:

Ann & Alfred Goldstein Health, Fitness and Recreation Center
861 Bedford Road
Pleasantville, New York

This is the MAIN entrance that is used by students.

SCHEDULE:

8:30 A.M.

Arrive at Kessel Center. Please report to the Conference Room A/B of the Kessel Student Center
And sign in at the Commencement Assistance Registration Table.

Also, each person assisting will have the opportunity to win a raffle. Please Do Not Forget to return
to the Commencement Assistance Registration Table to sign out and complete the raffle coupon or
you will not be eligible to participate in the raffle drawing.

8:50 A.M.

Group leaders will call out the name of staff/students in their group, explain the individual
assignments.

9:00 A.M.

Please report to your assigned area.

9:00 A.M.

Graduates arrive and report to Wilcox Hall.

9:00 A.M.

Doors open for guests of graduates at the Ann & Alfred Goldstein Health, Fitness and Recreation
Center.

11:00 A.M.

Start of procession.

12:00 P.M.

At this time please check in with your group leader. Your group leader will inform you whether or
not you can leave or if you have continued assignments. For those of you who do not have a
continued assignment, please do not forget to sign out.

1:00 P.M.

Those continuing their assignment are to report back to their assigned areas.

1:30 P.M.

Approximate completion of the Program.

REMINDER: Please do not forget to sign out.

DRESS CODE:

NO JEANS!

Gentlemen: Either a suit or sports jacket and a tie.

Ladies: Either a suit, dress, or pantsuit.

Banner Carriers: Please do not wear heels.

PARKING

In order to provide sufficient parking for graduates and their guests, all PLV staff and faculty will be asked to park in Lot R.

Shuttle buses will run every 10-15 minutes from the Lot R to the Kessel Student Center from 7 a.m. to 8:30 a.m.

For the return trip from the Goldstein Center back to Lot R, shuttle buses will leave from the bus stop at the Environmental Center between 2:30 p.m. and 3:15 p.m. and then again between 4:30 p.m. and 5:30 p.m.

In an emergency that warrants your getting back to your car before the scheduled times, please call the Transportation office at (914) 923-2695 or (914) 923-2834 and they will accommodate your emergency needs.

Should you have any questions or if for any reason you are unable to assist us at this ceremony, please contact us immediately at 914-923-2711 or commencement@pace.edu ^[1].

Thank you for all your help!

Source URL: <http://www.pace.edu/commencement/westchester-undergraduate-ceremony-agenda>

Links:

[1] <mailto:COMMENCEMENT@PACE.EDU>