



Undergraduate Commencement Guide 2016

New York City

Thursday, May 19, 2016

10:30 a.m.

**The Theater at Madison Square Garden
New York, NY**

www.pace.edu/commencement





Office of the Provost and
Executive Vice President for
Academic Affairs

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Date: February 16, 2016

To: Members of the Class of 2016
From: Uday Sukhatme, Provost and Executive Vice President for Academic Affairs
Subject: Commencement Ceremony 2016

Congratulations on your upcoming graduation. Your hard work has paid off as you prepare to join a distinguished group of individuals – nearly 140,000 Pace alumni worldwide.

Your Pace education has provided the foundation you need to meet the many opportunities and challenges ahead. As you graduate and enter the workforce, Pace will continue to support your many endeavors through our schools, Career Services, Adult and Continuing Education, and Alumni Relations programs. We are here for you as mentors, teachers, scholars, and supporters of your success.

This guide includes important information about events and deadlines leading up to the Commencement ceremony. Please read through it for information about academic attire, tickets, and more.

My very best wishes to you during your final semester at Pace. I look forward to seeing you in your caps and gowns in May.



Please read all the following materials carefully. If you require more information, please feel free to contact your Commencement Team:

New York City Campus

Phone: (212) 346-1915

NYCcommencement@pace.edu

TIME AND LOCATION

Thursday, May 19, 2016

The Theater at Madison Square Garden

7th Avenue between 31st and 33rd St

New York, NY 10001

10:30 a.m.

Graduates must report for robing by **9:30 a.m.**

COMMENCEMENT ELIGIBILITY

Participation in Commencement ceremonies is not an indication that all degree requirements have been completed. Students who received degrees in December 2015 or are expecting to receive degrees in May 2016 or September 2016 are welcome to participate in the May 2016 ceremony. Students in five-year programs are welcome to participate as undergraduate candidates at the May undergraduate ceremony.

CEREMONY REMINDER

Out of respect for our graduating students, guests, and Commencement speakers, all graduates are required to stay for the entire ceremony. The ceremony should not exceed three hours. Please plan accordingly.

INTERNATIONAL STUDENTS

If you need a letter from the University to verify your graduation date so that you may invite family from abroad, please contact the Office of Student Assistance no later than **Monday, March 7, 2016**.

ACADEMIC ATTIRE

As part of the University's commitment to sustainability, we have moved to the rental of all academic attire for our Commencement ceremonies. Graduates can rent academic attire (consisting of a cap, gown, and hood) online at www.herffjones.com/college/pace.

Only those graduates ordering academic attire will receive guest admission tickets.

Rental fees for academic attire range from \$75 to \$125, depending upon your degree. You must order your academic attire before midnight, **Sunday, March 20, 2016**. No refunds will be given after April 1, 2016, and gowns must be returned following the Commencement ceremony. Your cap and tassel are yours to keep!

DISTRIBUTION DATES AND LOCATIONS

Caps, gowns, and tickets will be distributed at the following locations and times:

New York City:

Wednesday, April 27, 1:00 p.m.-8:00 p.m.
(Gymnasium)

Thursday, April 28, 3:00 p.m.-9:00 p.m.
(Gymnasium)

TICKETS

Graduates who have ordered their cap and gown by **March 20, 2016** will be guaranteed **four guest tickets**; graduates will not need a ticket for themselves. Graduates who have not ordered their cap and gown by **March 20, 2016** will **NOT** be guaranteed guest tickets.

If a graduate is unable to pick up tickets on the distribution dates, we ask that a family member or a friend pick them up. A Pace ID and a letter of authorization signed by the graduate are required to pick up tickets. Tickets must be picked up by the final distribution date; otherwise, they will be forfeited.

PERSONALIZED ANNOUNCEMENTS

Graduates who would like personalized announcements may order them from Herff Jones at www.herffjones.com/college/pace.

DIPLOMAS

Graduates will **NOT** be receiving diplomas at the Commencement ceremony. Graduates who have completed all academic requirements and have no outstanding University holds will have their diplomas mailed to them beginning **mid-July 2016**.

PHOTOGRAPHY

A professional photographer will take individual pictures of each graduate during the Commencement ceremony. Proofs will be mailed to you with an order form and pricing information.

STUDENT SPEAKER AND SINGER

A student speaker and singer will be chosen from the undergraduate-level candidates who apply for this honor. Students interested in student speaker must apply by **March 4, 2016**, and those interested in student singer must apply by **March 4, 2016**. Please see the Commencement website for more information: www.pace.edu/commencement.

SPECIAL ASSISTANCE

If you or any of your guests will need special accommodations before, during, or after the ceremony, please notify your Commencement Team prior to cap and gown distribution.

ALCOHOL POLICY

It is a violation of University policy for anyone to possess or consume any alcoholic beverage during any part of the Commencement ceremony. It is also the policy of The Theater at Madison Square Garden that alcoholic beverages of any kind are not allowed to be carried into the facility. Any violation of this policy will disqualify a graduate from participation in the Commencement ceremony.

FURTHER INFORMATION

If you need further information regarding Commencement, please visit www.pace.edu/commencement.

GRADUATION PLEDGE OF SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

2016 is the eighth year all graduating students will have the opportunity to take part in the Graduation Pledge of Social and Environmental Responsibility at Pace University. For full details and to sign the pledge visit www.pace.edu/greenpledge.

www.pace.edu/commencement