



Undergraduate Commencement Guide 2017

Westchester

Thursday, May 18, 2017

11:00 a.m.

**Ann and Alfred Goldstein Health,
Fitness, and Recreation Center
Pleasantville, NY**

www.pace.edu/commencement





Office of the Provost and
Executive Vice President for
Academic Affairs

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Date: February 22, 2017

To: Members of the Class of 2017
From: Uday Sukhatme, Provost and Executive Vice President for Academic Affairs
Subject: Commencement Ceremony 2017

Congratulations on your upcoming graduation. Your hard work has paid off as you prepare to join a distinguished group of individuals – nearly 144,000 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 of the following materials carefully. If you require more information, please feel free to contact your Commencement Team:

Westchester Campus

Phone: (914) 773-3033

PLVcommencement@pace.edu

TIME AND LOCATION

Thursday, May 18, 2017

Ann and Alfred Goldstein Health, Fitness, and Recreation Center

861 Bedford Road

Pleasantville, NY 10570

11:00 a.m.

Graduates must report for robing and formation of the processional line 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 2016 or are expecting to receive degrees in May 2017 or September 2017 are welcome to participate in the May 2017 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 6, 2017**.

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 \$80 to \$127, depending upon your degree. You must order your academic attire before midnight, **Tuesday, March 14, 2017**. No refunds will be given after April 17, 2017, 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:

Pleasantville:

Tuesday, April 18, 12:00 p.m. – 5:00 p.m.

(Wilcox Multipurpose Room, Wilcox Hall)

Wednesday, April 19, 3:00 p.m. – 8:00 p.m.

(Wilcox Multipurpose Room, Wilcox Hall)

TICKETS

Graduates who have ordered their cap and gown by **Tuesday, March 14, 2017** will be guaranteed **four guest tickets**; graduates will not need a ticket for themselves. Graduates who have not ordered their cap and gown by **Tuesday, March 14, 2017** 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 2017**.

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 by **March 6, 2017**. 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 the Commencement Team at PLVcommencement@pace.edu 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. Any violation of this policy will disqualify a graduate from participation in the Commencement ceremony.

TRANSPORTATION

For those attending Commencement, free shuttle bus transportation from the Pleasantville train station is available for those who take the Metro North train or the Bee Line bus into Pleasantville.

FURTHER INFORMATION

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

GRADUATION PLEDGE OF SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

2017 is the ninth 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