COMMENCEMENT PROCEDURES FOR GRADUATES

Note: There is no dress rehearsal, so please read this section carefully.

- Report to The Theater at Madison Square Garden promptly (be sure to allow for adequate travel time).
- Due to security checks, you must go through screening with the following: cap, gown, BMCC ID, these instructions, and the name card you received when you picked up your cap and gown.
- Upon arrival, proceed to the main entrance. BMCC Production Assistants will direct you to your staging area for the processional lineup according to your major.
- Graduates will march into The Theater and sit in their departmental areas led by Faculty Marshals.
- The program begins (music, greetings, speeches, etc.).
- When your academic major is called, stand and proceed to the stage. (You will be guided by Production Assistants.)
- Give your name card to the appropriate Vice President or Dean on stage, so your name can be called.
- Dr. Antonio Pérez, BMCC President, will present you with a diploma cover.
- Shake hands with Dr. Pérez.
- Go offstage and take your picture.

MOBILE PHONE AND PERSONAL BELONGINGS
All cell phones and other devices must be turned off before entering The Theater at Madison Square Garden and remain turned off during the ceremony. There is no coat check, so please do not bring backpacks, large purses, etc. If you do bring coats or any other belongings, you need to give them to one of your guests to hold.

CHILDREN
Each child attending the ceremony requires a ticket and must be supervised by an adult. The commencement ceremony is at least three hours long. We strongly recommend that you do not bring infants, toddlers, and small children. They may become bored, restless, and noisy. Due to the length of the ceremony everyone, especially the children, should eat before arriving at The Theater at Madison Square Garden.

2016 YEARBOOK
The 2016 Yearbook will be available when you pick up your cap and gown. However, only those students whose portraits appear in the book may pick up a copy during the distribution of caps & gowns.

COMMENCEMENT PROCEDURES FOR GRADUATES

- Please be courteous to your fellow graduates and guests.
- Refrain from leaving your seat during the ceremony.
  
  The most solemn moment of Commencement is the conferral of degrees. This takes place after all the graduates have received their diploma covers and have returned to their seats. The college president exercises the authority to grant your Associate degree. Guests in the audience should remain quiet at this time.

- After the closing remarks, the Platform Party will leave The Theater.
- Graduates leave The Theater with their fellow graduates after the Platform Party leaves.
- Guests must remain in their seats until all of the graduates have marched out.

BMCC Production Assistants (staff dressed in black and white, with blue and orange sashes) will be available to assist you throughout the day. If you have any questions, please contact the Office of Student Activities, Room S234, or call 212-220-8160. Thank you for your attention and cooperation.

Congratulations and best wishes on this joyous day!

DIPLOMAS
At Commencement, you will receive a letter of congratulations from the President in your diploma cover. It does not contain your actual diploma. The Registrar's Office will send you a letter when your diploma is ready for pickup.

Borough of Manhattan Community College
2016 Commencement Information Guide
51st Commencement Exercises
Friday, June 3, 2016

For Live Streaming of the BMCC Ceremonies go to: https://livestream.com/BMCCMedia/Commencement2016
The Commencement Ceremony is for Summer 2015, Fall 2015, Winter 2016 and Spring 2016 graduates. There are over 3,400 eligible graduates in the class of 2016. As a graduate, you do not need a ticket for the Commencement Ceremony. Your cap and gown will serve as your entry ticket. However, each of your guests (child and adult) must have a ticket. Each graduate will receive up to three (3) tickets for his/her guests.

You may pick up your tickets on campus from Monday, May 23, 2016 - Friday, May 27, 2016. Lottery winners will be notified on Tuesday, May 31, 2016, and may collect up to two (2) additional tickets on Tuesday, May 31, 2016, or Wednesday, May 31, 2016, from 9 a.m. to 5 p.m.

For Live Streaming of the BMCC Ceremonies go to: https://livestream.com/BMCCMedia/Commencement2016

**Morning Ceremony**
- Doors open at:
  - 9:30 a.m. for graduates
  - 10:15 a.m. for guests

Graduating students with the following majors must attend:
- Accounting
- Animation & Motion Graphics
- Art Foundations: Art History
- Art Foundations: Studio Art
- Forensic Accounting/Economics
- Bilingual Childhood Education
- Biotechnology
- Business Administration
- Business Management: Finance & Banking
- Business Management: Marketing
- Business Management: Travel & Tourism
- Childhood Education
- Communication Studies
- Community Health Education
- Computer Network Technology
- Computer Information Systems
- Computer Science
- Early Childhood Education: Infant/Toddler
- Early Childhood Education: Preschool
- Engineering Science
- Geographic Information Science
- Gerontology
- Mathematics
- Modern Language: French
- Modern Language: Italian
- Modern Language: Spanish
- Multimedia Programming Design: Computer Arts & Design
- Multimedia Programming Design: Programming
- Office Automation
- Office Operations
- School Health Education
- Science
- Science for Forensics
- Secondary Education
- Small Business Entrepreneurship
- Theatre
- Video Arts & Technology
- Writing & Literature

**Afternoon Ceremony**
- Doors open at:
  - 1:50 p.m. for graduates
  - 2:10 p.m. for guests

Graduating students with the following majors must attend:
- Criminal Justice
- Health Information Technology
- History
- Human Services
- Liberal Arts
- Nursing
- Paramedic
- Respiratory Therapy
- Sociology

**TRANSPORTATION TO THE THEATER AT MADISON SQUARE GARDEN (MSG)**

- Madison Square Garden is served by mass transit
  - Subway
    - (#1, 2, 3, A, C, and E trains to 34th Street)
  - Bus
    - (#M20, M4, M5, M6, M7, M10, M11 and M16 to 32nd Street)

Commercial parking is available near Madison Square Garden.

**GRADUATES & GUESTS WITH DISABILITIES**
If you or one of your guests has a disability or needs a sign language interpreter, notify Mr. Marcos Gonzalez, Director of the Office of Accessibility, by calling (212) 220-8182 at least one week ahead of time. Students picking up tickets for guests with disabilities should also notify the box office. Guests in wheelchairs should arrive one hour before the event and enter MSG at 33rd Street and 7th Avenue.

**MEETING POINT**
We strongly suggest that you prearrange a place to meet your guests after the ceremony.

**LOTTERY FOR ADDITIONAL TWO TICKETS**
Graduates may enter a lottery for up to two (2) additional tickets on campus from Monday, May 23, 2016 - Friday, May 27, 2016. Lottery winners will be notified on Tuesday, May 31, 2016, and may collect up to two (2) additional tickets on Tuesday, May 31, 2016, or Wednesday, June 1, 2016, from 9 a.m. to 5 p.m.

**GUEST SEATING**
The doors open to guests at 10:15 a.m. (morning session) and 2:10 p.m. (afternoon session). All guest seats are unreserved. Guests may sit in the guest section of The Theater on a first-come, first-served basis. They should remain in their seats throughout the ceremony. Please let your guests know to bring a photo ID.