Dear Student,

Congratulations on your academic accomplishment! On Friday, May 29, 2015, at The Theater at Madison Square Garden, you will march with the 2015 graduating class. BMCC is proud of you, and we have planned a wonderful commencement ceremony to celebrate your achievement.

Please note there will be two separate commencement ceremonies this year. We will have a morning ceremony and an afternoon ceremony. Students will only attend one (1) ceremony based on their major. In order to assist you in planning for the day, please read the attached brochure. **Be sure to read these instructions carefully and save them for future reference.**

For spring 2015 potential graduates only: Awarding of the June degree is subject to completion of all graduation requirements by the appropriate deadlines.

Commencement at BMCC is free for our graduates. All expenses are paid from your Student Activity Fees.

This is a celebration for the entire BMCC family — you, your classmates, family and friends. The Commencement Ceremony usually lasts three and a half hours.

*If you have any questions regarding any aspect of Commencement, feel free to contact the Office of Student Activities, Room S234, or call 212-220-8160.*

Again, congratulations on this great accomplishment.

Sincerely,

Marva Craig
Vice President
Student Affairs
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 according to your major for the processional lineup.
- 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.
- Return to your seat.

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 should eat, especially the children, before arriving at The Theater at Madison Square Garden.

2015 YEARBOOK

The 2015 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.

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!
TICKETS
The Commencement Ceremony is for Summer 2014, Fall 2014, Winter 2015 and Spring 2015 graduates. There are over 3,300 eligible graduates in the class of 2015.

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, including each child and adult, must have a ticket. Each graduate will receive four (4) tickets for his/her guests.

You may pick up your tickets in the main lobby at 199 Chambers Street on the dates and times indicated below:

Don’t forget to pick up your tickets!
Tuesday, May 19  11 a.m. to 7 p.m.
Wednesday, May 20 11 a.m. to 7 p.m.
Thursday, May 21  11 a.m. to 7 p.m.
Friday, May 22  11 a.m. to 5 p.m.
Tuesday, May 26  11 a.m. to 7 p.m.
Wednesday, May 27*  11 a.m. to 7 p.m.

Please bring your BMCC ID and these instructions when you pick up your cap and gown. Upon receipt of your cap and gown, you will be given a name card. Please save the name card and bring it with you to Commencement.

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 should 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.

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 any 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.