



## COMMENCEMENT GUIDE FOR FACULTY & STAFF

This Graduation Guide provides helpful details about for your participation in the commencement ceremonies. This year will mark the 52<sup>nd</sup> ceremony for John Jay College of Criminal Justice. The ceremonies will be on **Wednesday, May 31, 2017** at **Arthur Ashe Stadium** which is located at the [USTA Billie Jean King National Tennis Center](#), 124-02 Roosevelt Avenue, Flushing, NY 11368

**FACULTY** Please enter through the South Plaza Gate. There will be directional assistance to guide you to faculty robing. Please note that **students & guests** will *also* be arriving via the South Plaza Gate

### GETTING THERE

By Subway - Take the #7 Flushing subway from either Times Square or Grand Central Station to the Mets/Willets Point Station. The USTA National Tennis Center is about a five-minute walk across the boardwalk from the station.

OR: Take the "E" or "F" trains to Roosevelt Avenue and transfer upstairs to the IRT #7 train (Flushing bound) subway to the Citi Field/Mets Willets Point Station. The USTA National Tennis Center is about a five-minute walk across the boardwalk from the station.

Check New York Subway schedule with [MTA Trip Planner](#).

**Parking is limited to Citifield's Southfield Lot. Parking is approximately \$25. It is first come, first serve and parking is not guaranteed.**

**BECAUSE PARKING IS NOT GUARANTEED, YOU ARE URGED TO TAKE PUBLIC TRANSPORTATION TO THE VENUE.**

### ARRIVAL TIME – PLEASE BE ON TIME!

**Please arrive by 9:30 a.m. for the 10:30 a.m. ceremony.**

The MORNING CEREMONY is for recipients of the following degrees.

**Degrees:** Correctional Administration, Correctional Studies, Criminal Justice, Criminal Justice Management, Economics, Fire and Emergency Service, Fire Science, Fraud Examination and Financial Forensics, Police Studies, Protection Management, Public Administration, or Security Management.

**Please arrive by 2:30 p.m. for the 3:30 p.m. ceremony.**

The AFTERNOON CEREMONY is for recipients of the following degrees and all certificates.

**Degrees:** Anthropology, Computer Information Systems, Criminology, Culture and Deviance Studies, CUNY BA Programs, Digital Forensics and Cyber Security, English, Forensic Psychology, Forensic Psychology and Law, Forensic Science, Gender Studies, Global History, International Crime and Justice, International Criminal Justice, Judicial Studies, Humanities and Justice, Latin American and Latina/o Studies, Law and Society, Legal Studies, Mental Health Counseling, Philosophy, Political Science, Spanish, or Sociology.

***ALL certificates will also be conferred in the afternoon ceremony.***

## **CONFIRM YOUR ATTENDANCE - FACULTY**

Full-time faculty members are expected to attend commencement; part-time faculty members are encouraged to attend. Please email your name to [commencement@jjay.cuny.edu](mailto:commencement@jjay.cuny.edu) indicating which ceremony you will attend so that the appropriate seating arrangements on stage can be made. Last year there were not enough seats on stage causing some challenges. Please RSVP to [commencement@jjay.cuny.edu](mailto:commencement@jjay.cuny.edu).

Please note that the ceremonies are recorded and live streamed. Please refrain from grading papers, using headphones, reading or doing any activities that distract from the ceremony. If you have questions, please direct them to [commencement@jjay.cuny.edu](mailto:commencement@jjay.cuny.edu).

### **VOLUNTEERING**

Faculty who do not wish to process have the opportunity to volunteer for other tasks. Please contact Rosann Santos-Elliott at [rsantos-elliott@jjay.cuny.edu](mailto:rsantos-elliott@jjay.cuny.edu) if you are interested in this option.

### **FACULTY WITH SPECIAL NEEDS**

Any faculty person with special needs, who will require assistance on the day of commencement, must contact Christina Lee in Human Resources at 212-237-8504 or [clee@jjay.cuny.edu](mailto:clee@jjay.cuny.edu). It is important to do so in advance of commencement day. Please enter the South Plaza Gate. Volunteer staff will be at this location during the ceremonies.

### **FACUTLY REGALIA**

You must wear the appropriate academic regalia if you plan to be part of the procession and be seated on the stage. [Oak Hall Cap & Gown](#) is John Jay College's exclusive vendor. Orders are placed online and will be delivered to the Provost's Office. You will be notified when your regalia arrives.

**The deadline to order is April 24, 2017 with a May 15, 2017 delivery date.** Please visit [Oak Hall's website](#) to order your rental or call 1-800-456-7623 to place your order. If you do not order by the deadline you may not be able to participate in the procession, as late orders may not arrive on time.

**THERE WILL BE NO RENTING OF ACADEMIC ATTIRE ON GRADUATION DAY. ALL ORDERS MUST BE DONE IN ADVANCE.**

Regalia will be collected by Maribel Perez and her team at the Stadium following each ceremony. If you have questions or concerns please email [commencement@jjay.cuny.edu](mailto:commencement@jjay.cuny.edu).

## **INFORMATION FOR STAFF**

Staff roles usually remain the same from the previous year unless the staff person requests otherwise. If you are interested in doing something different from the previous year's commencement, please email [rsantos-elliott@jjay.cuny.edu](mailto:rsantos-elliott@jjay.cuny.edu) with your request. While there is no guarantee that your chosen role will be available, we will do our best to insure that you are doing something at commencement that falls into your preference.

Staff attendance at commencement is expected because it is another work day. However, if you cannot attend commencement, you will need the permission of your supervisor who in turn must notify Rosann Santos-Elliott via email. This will excuse you from having to work commencement.

It is up to the discretion of an office's supervisor or Vice President if he/she wants hourly or non-HEO staff to work commencement on the day of.

Any questions regarding staff roles at commencement should be directed to Rosann Santos-Elliott.