

## COMMENCEMENT GUIDE FOR STUDENTS

[www.jjay.cuny.edu/graduation](http://www.jjay.cuny.edu/graduation)

This Commencement Guide provides helpful details about 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 30, 2018** at **Arthur Ashe Stadium** which is located at the [USTA Billie Jean King National Tennis Center](#), 124-02 Roosevelt Avenue, Flushing, NY 11368

**STUDENTS & GUESTS** – Please enter through the South Gate. There will be directional assistants to guide students to the student robing area and guests to their seats.

### GETTING THERE

By Subway - Take the #7 Flushing subway from either Times Square or Grand Central Station 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.

OR: Take the "E" or "F" trains to Roosevelt Avenue and transfer upstairs to the #7 train (Flushing bound) subway to the 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. CASH ONLY**

**BECAUSE PARKING IS NOT GUARANTEED, YOU ARE URGED TO TAKE PUBLIC TRANSPORTATION TO THE VENUE. PLEASE BE AWARE THAT THE WALK FROM THE MTA/LIRR STATION AND THE PARKING LOT ARE APPROXIMATELY HALF A MILE FROM THE ENTRANCE.**

### ARRIVAL TIME – PLEASE BE ON TIME!

**Please arrive by 9:00 a.m. for the 10:30 a.m. ceremony.**

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

**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 2:00 p.m. for the 3:30 p.m. ceremony.**

The AFTERNOON CEREMONY is for recipients of the following degrees and 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 & 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.***

## **ORDERING ACADEMIC REGALIA (CAPS AND GOWNS), RINGS AND ANNOUNCEMENTS**

**Oak Hall Cap & Gown** is John Jay College's exclusive vendor. Orders are done online and your regalia will be mailed directly to your home. Please visit the [commencement webpage](#) to access the link or call 1-800-456-7623 to place your order.

**The deadline to order is May 16, 2018.**

**Balfour Rings** is the exclusive vendor for John Jay College's rings and graduation announcements. Graduate announcements are *not* tickets. The announcements may be used as an invitation to distribute your allotted tickets or they can be used to invite family and friends to a graduation party or to simply announce your accomplishment to family and friends, whether or not they are invited to the commencement ceremony.

Balfour will be on campus during the following dates and times to take ring and announcement orders.

**February 13, 14, 15 | 12pm – 6pm | Kroll Atrium**  
**February 20 | 1:40pm – 4pm & 5:30pm – 7pm | Hound Square**  
**March 26, 27, 28 | 12 pm-6 pm | Kroll Atrium**  
**April 24, 25, 26 | 12 pm-6 pm | Hound Square**  
**May 15 | 11am – 7pm | Cafeteria**

**Balfour will also be in attendance at Graduate Salute in the Student Cafeteria on May 15 from 11am to 7pm.**

### **ROBING**

To help you look your best in your academic attire, John Jay staff will be available to provide assistance. Remember to bring your robe, hood, cap, and tassel with you. If you are graduating with honors, remember to bring your honor's cord. Upon arriving, you will be directed to the robing area by the college staff. **There are no lockers or storage spaces to secure your personal items.** Bags, cameras, and phones should be left with your family members. You may be standing for over an hour before the procession into the stadium begins. Wear comfortable shoes and dress accordingly. **Tassel Tip:** Use a safety pin to secure your tassel to the cap. It may easily fall off without one.

**\*PLEASE DO NOT SHOW UP TO THE VENUE WITHOUT A CAP AND GOWN. THERE WILL BE NO EXTRA REGALIA AVAILABLE ON THE DAY OF COMMENCEMENT. YOU WILL NOT BE PERMITTED TO CROSS THE STAGE WITHOUT IT.**

### **STUDENTS WITH SPECIAL NEEDS**

Students with special needs must contact the Office of Accessibility Services IN ADVANCE of commencement to make arrangements. Please contact Ms. Nadia Griffith-Allen at 212-237-8119 or [accessibility@jjay.cuny.edu](mailto:accessibility@jjay.cuny.edu).

### **GRADUATION ETIQUETTE**

This is a time to celebrate your years of hard work and accomplishments. It is also an opportunity for the College to celebrate your achievements. We have high expectations that graduates and their family members will remain for the entire ceremony. Please do not leave before the faculty have left the stage and stay in your seats until everyone's name has been called. It is disrespectful to your fellow graduates to exit after your name has been called. Graduation is a community celebration. Everyone deserves their moment without disruption.

## **FAMILY AND GUESTS**

Doors open for seating at 9:00 a.m. or 2:00 p.m. for the morning and afternoon ceremonies respectively. Guests should enter via the South Gate.

**There will be SIX (6) TICKETS PER GRADUATE. Children under the age of 2 who can remain seated on an adult's lap for the entire ceremony do not need a ticket.**

Family members and guests should be seated no later than 9:45 a.m. or 2:45 p.m. Anyone arriving after 10:15 a.m. or 3:15 p.m. may not be allowed to enter until after the graduates have been seated.

Please be aware that if you leave the venue, you will not be permitted to re-enter. After the ceremony, all graduates and their guests will be directed to an exit depending on their seating location. Please plan to meet family and friends at a pre-arranged location after the ceremony outside of the stadium. Please do not make lunch reservations before 1:30 p.m. if you are attending the morning ceremony or dinner reservations before 6:30 p.m. if you are attending the afternoon ceremony.

### **GUESTS WITH SPECIAL NEEDS (Enter via West Gate via Lot A)**

Information for guests who require special needs will be posted on the website as we get closer to commencement. Please do not contact the College's Accessibility Services Office as their services are only for John Jay College students. Keep checking the graduation webpage for details. Guests who require assistance must confirm their attendance. Again please check [online](#) for more information.

## **OTHER CONSIDERATIONS**

Please note that the distance from the subway, LIRR and/or Parking Lot is at least half a mile. Guests who have difficulty walking may want to arrive early to allow extra time to get to their seats. If driving, guests with special needs may be dropped off at West Gate via Lot A where staff will be available and there is an elevator. Vehicles will be required to depart once they have dropped the guest off in order to park in the appropriate lot. College staff will be available to direct guests with special needs to their seats via accessible routes.

## **MEDIA**

### **Live Streaming**

Live Streaming, which refers to content delivered live over the Internet, will be available via the college's website. A recording of the ceremony will be available on the college's YouTube Channel shortly after the ceremonies.

### **Photographs**

GradImages will take professional photographs of the commencement ceremony to capture your special day. We ask that guests sit back, enjoy the moment and leave the photos to us.

Students will be provided with a photographer's card upon arrival to the stadium. You will receive an email from GradImages containing a proof and additional information about purchasing photographs 48 – 72 hours after commencement. There is no obligation to purchase.

**Please ask your guests to remain in their seats.** They should not come forward for pictures that would

block the view of other guests or that hinder the work of our professional photographers. Public Safety will enforce this. There will be many opportunities for pictures after the ceremony.

### **OTHER INFORMATION**

#### **Graduation Program**

Each guest will receive a program that will list the Order of the Exercises for the day, the names of graduates, and full details about the ceremony. ***Please note that if you have not been approved to graduate by the Registrar by May 1, 2017, your name may not appear in the program.***

#### **Contact Information**

Please contact the Office of Student Transition Programs at [graduation@jjay.cuny.edu](mailto:graduation@jjay.cuny.edu) for more information. The email will be checked daily until 5 p.m. the day before commencement.

#### **Survey**

John Jay College continues to strive to make commencement better and to make it a special experience for the graduates and their families. After the ceremony, you will receive an email asking you to assess commencement.

**CONGRATULATIONS TO THE CLASS OF 2018!**