

## COMMENCEMENT GUIDE FOR FACULTY

This Commencement Guide provides helpful details about your participation in the commencement ceremony. This year marks the 58<sup>th</sup> ceremony for John Jay College of Criminal Justice. The ceremony will be held on **Wednesday, May 28, 2025 at 3:30pm** at **Barclays Center**, located at 620 Atlantic Ave, Brooklyn, NY 11217. Faculty should **arrive by 2:00pm**, which is when doors will open.

**FACULTY** Please enter through the QATAR AIRWAYS VIP ENTRANCE, in the northwest corner of the arena on Atlantic Avenue. There will be directional assistants to guide you to the faculty robing area. Please refer to the Barclays map on page 3 for the Qatar Airways VIP Entrance (#2; [618 Atlantic Ave, Brooklyn, NY 11217](https://www.barclayscenter.com/maps)).

### GETTING THERE

By Subway - Take 2, 3, 4, 5, B, D, N, Q, or R trains to Atlantic Terminal-Barclays Center Station. This stop is located at Atlantic Avenue and Flatbush Avenue. You can also take the C train to Lafayette Avenue Station located at Fulton Street and South Portland Ave or the G train to Fulton Street Station, located on Fulton Street and Fort Greene Place.

By Long Island Rail Road - Barclays Center coordinates subway/rail service with the MTA and LIRR. Please visit <http://web.mta.info/lirr/Timetable/> and <https://new.mta.info/agency/long-island-rail-road> for more information.

### PARKING

Please note that Barclays Center *DOES NOT* own or operate any garages. There are multiple independently owned and operated parking garages in the vicinity. To avoid traffic congestion and delays, it is highly recommended that attendees use public transit.

### ARRIVAL TIME

Please arrive by 2:00pm for the ceremony, which is when doors will open. Only one ceremony is being hosted for all graduating students. There will be light refreshments for faculty provided at Barclays.

### CONFIRM YOUR ATTENDANCE - FACULTY

Full-time faculty members are expected to attend commencement; part-time faculty members are encouraged to attend. *Please confirm your attendance through this link:* [https://docs.google.com/forms/d/e/1FAIpQLSfbQjZvEjlWgNoIIMCcv6uaUk2nwoVq8b\\_TKc2QlRT-Dxk5g/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfbQjZvEjlWgNoIIMCcv6uaUk2nwoVq8b_TKc2QlRT-Dxk5g/viewform?usp=sf_link) or please email [commencement@jjay.cuny.edu](mailto:commencement@jjay.cuny.edu) indicating your attendance **by the May 21<sup>st</sup> RSVP deadline**, so that the appropriate seating arrangements on stage can be made. Failure to RSVP could mean that there are not enough seats on stage. Please help us to avoid this.

### **FACULTY WITH SPECIAL NEEDS**

Any faculty person with special needs, who will require assistance on the day of commencement, must contact Keisha Pottinger-Moore in Human Resources at 212-484-1152 or [kpottingermoore@jjay.cuny.edu](mailto:kpottingermoore@jjay.cuny.edu). For instance, there are stairs to navigate in order to reach the stage. It is important ***to make any request for assistance in advance*** of commencement day, as we cannot guarantee sufficient support otherwise.

### **FACULTY REGALIA**

You must wear the appropriate academic regalia to be in the procession and be seated on the stage. The College covers the expense of regalia rental for *full-time faculty ONLY*. [Note: The deadline to order and receive gowns on time was **Monday, April 14**]. If you do not have your own gown and you *did not order by the deadline, you will not be able to participate in the procession*.

Gowns will be delivered to the Provost's Office. You will be notified when your regalia arrives. Once notified, *please pick up your gown from the Provost's office (621HH) ASAP* to ensure you have it on the day of commencement.

**THERE WILL BE NO RENTING OF ACADEMIC ATTIRE ON COMMENCEMENT DAY. ALL ORDERS MUST BE DONE IN ADVANCE BY THE DEADLINE.**

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

### **CEREMONY ETIQUETTE**

Please note that the ceremony is recorded and live streamed. 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).

Map of entrance for faculty into Barclays Center:  
[618 Atlantic Avenue, Brooklyn, NY 11217](#) (#2 on map).

