ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT THE CUNY BA COMMENCEMENT

WHEN IS THIS YEAR’S CEREMONY?
Tuesday, June 4, 2013. You must be at rehearsal at 9:00am; the ceremony starts at 10:00am sharp. BE ON TIME.

WHERE?
The Cooper Union, in Manhattan's East Village at 7 East 7th St., between 3rd and 4th Avenues. The building you will be looking for is called the Foundation Building. For directions and a map go to http://www.cooper.edu/administration/about/how_to.html

WHO IS ELIGIBLE TO MARCH?
Students graduating in September 2012, January 2013, June 2013 and September 2013.

HOW MUCH DOES IT COST?
$50.00 – a significantly reduced fee for 2013! This covers the cost of your cap, gown, stole, tassel, program book, and the post-ceremony reception. You keep the cap, gown, stole and tassel. If you are renting a cap/gown from your home college, you can use that attire as long as the color is all black. In that case, the cost is $35.00 (you will receive a CUNY BA tassel and stole). A check or money order is preferred (if that is not possible, you can bring cash to the office).

THE GOWN FROM MY HOME SCHOOL IS NOT BLACK. WHY CAN’T I USE IT? ALSO, CAN I WEAR THE SASH AND TASSEL FROM MY HOME SCHOOL?
Our goal is to have all graduates appear uniform, representing CUNY Baccalaureate in our own colors, so no, you cannot wear attire from your home college’s ceremony.

HOW DO I SIGN UP? WHAT’S THE DEADLINE?
Students eligible to participate (based on their graduation audit) fill out and return the materials they receive in the mail. The due date is April 15. Fees are nonrefundable after May 1.

WHAT IF I MISS THE APRIL 15 DEADLINE?
Because we order the caps and gowns from a company in Virginia and do not maintain a stock of them here, please apply by April 15. If you miss that date, you can submit your materials up until May 1 for an additional $20 fee (covering the cost for the rush shipment of your attire). After May 1, we cannot accommodate requests to participate.
**WILL MY FACULTY MENTOR BE INVITED?**
Yes, but students are also strongly encouraged to personally contact and invite their mentors. Mentors who wish to participate in the academic procession will have to submit a reply form to CUNY BA by the April 15 deadline.

**WHEN AND WHERE WILL I GET MY CAP AND GOWN?**
Caps and gowns will be distributed from the CUNY BA office around Memorial Day. In mid-May, students will receive detailed instructions by email about cap and gown pick up.

**WHAT IS THE DIFFERENCE BETWEEN GRADUATING AND COMMENCEMENT?**
Commencement is a ceremony. For CUNY BA, it takes place once a year, in June, to which the prior September and January and upcoming June and September graduates are invited.

Graduation indicates the completion of all degree requirements and the conferral of your degree as follows:

- Students who complete their degree requirements in the fall semester become January graduates;
- Students who complete their degree requirements in the spring semester become June graduates;
- Students who complete their degree requirements in the summer semester become September graduates.

**WILL I RECEIVE MY DIPLOMA AT THE CEREMONY?**
No. Diplomas take several months to produce. Students will be contacted by mail about picking up their diploma (at the office).

**WILL WE TAKE GRADUATION PHOTOS? IS THERE A YEARBOOK?**
We have arranged for a professional photographer to take photos of each student crossing the stage and students can buy them after the ceremony. There is no yearbook or video.

**DO WE HAVE CLASS RINGS?**
Yes. Contact the Balfour Company 1- 877-BALFOUR (225-3687). CUNY BA’s account is BK06334-10.

**CAN I MARCH IN MY HOME COLLEGE’S COMMENCEMENT?**
Yes. In March, the CUNY BA Registrar sends the names of graduates to the senior colleges and you should be invited. (Note: Some colleges do not allow upcoming September graduates to march in June.) If you have questions about your home college’s commencement, please contact your home college.
I RECEIVED THE MAILING AND RETURNED THE PAPERWORK. WILL I RECEIVE AN INVITATION?
No, the cover letter you receive with the forms to fill out serves as the invitation.

IF I HAVE TO TAKE AN INCOMPLETE IN A CLASS THIS SPRING OR SUMMER, CAN I STILL PARTICIPATE?
Yes!

IS THERE A RECEPTION AFTER THE CEREMONY?
Yes, at the Cooper Union Great Hall from Noon – 1:00pm. Light fare – fruit and cheese. It is not a luncheon.

HOW MANY GUESTS CAN I BRING TO THE CEREMONY? WHAT ABOUT TICKETS?
No tickets are required. Students should try to limit themselves to six guests if possible. The Great Hall seats over 900 people. There is standing room in the back of the Great Hall if needed. Seating at the Great Hall, on a first-come, first-seated basis, begins at 9:00am.

CAN CHILDREN ATTEND?
Children are welcome as long as they remain with a responsible adult (other than you) for the entire ceremony and are able to sit quietly. It is best to keep young children, toddlers, and infants who may not be able to sit quietly through the ceremony at home. The acoustics in the auditorium are such that even a mildly whimpering child will be disruptive! Childcare arrangements are not available.

I WILL HAVE ELDERLY/DISABLED GUESTS - ARE THERE SPECIAL SEATING ARRANGEMENTS?
The Cooper Union is wheelchair accessible; guests who require special seating are advised to arrive at the Great Hall at 9am.

I HAVE FRIENDS/FAMILY OUT OF THE COUNTRY; THEY WILL NEED NON-IMMIGRATION VISAS TO GET HERE. WHAT SHOULD I DO?
CUNY BA will prepare a letter for YOU to request permission for your relatives or friends to travel to the US for the ceremony if you put your request in writing to Jean Myers, CUNY BA Administrative Assistant (JMyers@gc.cuny.edu) with this information: full name(s) of relative/friend, relationship to you, name of embassy/consulate and mailing address. If you are unable to find out the name and address of the embassy or consulate, use http://usembassy.state.gov/ as a reference. Make your request as soon as possible; there can be long waits for visas.

HOW LONG WILL THE CEREMONY BE?
Usually about 1 ½ hours long (ending by Noon), not including the reception.