CUNY BACCALAUREATE COMMENCEMENT ORDER FORM

- * YOU MAY NOT SUBMIT THIS FORM IF YOU HAVE NOT HAD A GRADUATION AUDIT.*
- If you marched in commencement last year and wish to march again, please contact Regina Matthews at rmatthews@gc.cuny.edu; you will still have to pay this year’s fee.
- If you are only attending your college's graduation, purchase your cap and gown from your home college, not from CUNY BA.

[ ] I WILL attend the CUNY BA Commencement  
Checklist for enclosures you are to return to the CUNY BA Office:

1. [ ] this order form
   2. [ ] a check or money order made out to “CUNY BA Program” for $50.00

**OR**

3. [ ] a check or money order made out to “CUNY BA Program” for $35.00 if you will wear your own cap and gown. (All Black only) (You will receive a CUNY BA sash and tassel)

4. [ ] Orders placed after April 7 require an additional $15.00 processing fee

**DO NOT SEND CASH**. If you are unable to pay by check or money order, you may bring cash to the program office, M-F, 9am-5pm. Students who cancel orders on or after May 1 will receive a 20% refund. No orders will be accepted after May 16.

CIRCLE SIZE BY HEIGHT IN SHOES (circle one):

- 4’9” - 4’11”
- 5’0” - 5’2”
- 5’3” - 5’5”
- 5’6” - 5’8”
- 5’9” - 5’11”
- 6’0” - 6’2”
- 6’3” - 6’5”
- Other ________

**OR** PLUS SIZES, HEIGHT IN SHOES (circle one):

- +1 (4’9” – 5’5”)
- +2 (5’6” – 5’11”)
- +3 (6’0” – 6’5”)

**TYPE OR PRINT NEATLY:**

NAME ________________________________________________________________

DAY-TIME PHONE (_____)_________________ EMAIL ____________________________

CHECK HERE & SIGN IF THIS IS A NEW: PHONE _____ E-MAIL____

MAILING ADDRESS, IF NEW

SIGNATURE REQUIRED IF YOU’VE PROVIDE NEW EMAIL, PHONE OR ADDRESS: __________________________

Due April 7, 2015. Mail or deliver all items to: CUNY BACCALAUREATE,  
ATTN: Jean Myers, 365 FIFTH AVENUE, ROOM 6412, NEW YORK, NY 10016  
PLEASE COMPLETE THE BACK OF THIS FORM.
CUNY Baccalaureate for Unique and Interdisciplinary Studies

CUNY Baccalaureate may want to use your photo from commencement and related academic information about you for CUNY and/or external publicity. Accordingly, we request that you complete this form. Thank you.

CONSENT AND RELEASE FORM

I hereby authorize The City University of New York (CUNY) and those acting pursuant to its authority to publish the following information on its website at cuny.edu and in other CUNY print and electronic media, including but not limited to web pages of The Graduate Center:

(1) My name; and Yes_____ No__________
(2) My home college: Yes_____ No__________
(3) My area(s) of concentration: Yes_____ No__________
(4) My publications and presentations: Yes_____ No__________
(5) My honors and scholarships: Yes_____ No__________
(6) My professional and academic achievements: Yes_____ No__________
(7) Excerpts from my personal statement: Yes_____ No__________
(8) Excerpts from my resume: Yes_____ No__________
(9) My photograph: Yes_____ No__________

I release CUNY and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that I may revoke this consent at any time by sending a request in writing to the Vice President for Student Affairs. I have read and fully understand the terms of this consent and release.

______________________________________  ____________________
Signature                                     Date
_______________________________________
Name (please print)
Dear Sept. ‘14/January ’15 Graduates and Upcoming June/September ‘15 Graduates:

One of the many things that make our commencement extraordinary is the opportunity we have to recognize each graduate; each will come to the stage to receive the letter of congratulations and be greeted by Dr. Chase Robinson, The CUNY Graduate Center President. In reading the names of the graduates, I will mention some of the honors and awards each has won. In order to do so, I need to know what your honors are (from CUNY and beyond). I would also like to know who has been accepted to graduate school already and who has received raises, promotions or new employment opportunities as a result of earning this degree. I’ll use some specific examples in my Commencement remarks. Please complete both sides of this form and return it by mail, fax, email or in person by MAY 19, 2015.

Sincerely,

Kim J. Hartswick
Dr. Kim J. Hartswick
Academic Director

NAME (please print) __________________________

DAYTIME PHONE (___)_________________

EMAIL _______________________________________________________

I. AWARD INFORMATION: List up to five recent awards, scholarships, prizes, or honors that you have received while in college. Include the full information -- do not abbreviate any title. Specify which college gave the award, if applicable. Make the information as clear and readily understood as possible. Do not include job promotions, publications, or internships – we are seeking information about awards only.

TYPE OR PRINT NEATLY.

1. _______________________________________________________________________________
2. _______________________________________________________________________________
3. _______________________________________________________________________________
4. _______________________________________________________________________________
5. _______________________________________________________________________________

PLEASE COMPLETE THE INFORMATION ON THE REVERSE SIDE, TOO.

II. GRADUATE SCHOOL. If you are applying to or have been accepted to a graduate program, please tell us. Include the name of the school, degree you will be seeking, and any special fellowship or awards you have received. Indicate clearly which schools have already accepted you, which you are still waiting to hear from. (If you get accepted after you submit this form, please email the updated information to khartswick@gc.cuny.edu)
III. CAREER OPPORTUNITIES. If you earned a new position, promotion or raise as a result of earning the degree, please tell us here:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

IV. WILL ANY OF YOUR FAMILY OR FRIENDS TRAVEL FROM OUTSIDE THE U.S. TO ATTEND COMMENCEMENT? WHAT COUNTRY WILL THEY BE COMING FROM? (Note: This is not for Visa information)

____________________________________________________________________________________

V. HELP US PRONOUNCE YOUR NAME: IF IT IS A CHALLENGING ONE, SPELL IT IN ENGLISH AND THEN PHONETICALLY HERE:

____________________________________________________________________________________

Mail, fax or deliver this completed form by MAY 19, 2015 to:
CUNY BACCALAUREATE, 365 Fifth Avenue, Room 6412, New York, NY 10016
(By Fax, 212-817-1512)
ATTN: Jean Myers, Administrative Assistant
ATTENTION SEPTEMBER 2014, JANUARY 2015, JUNE 2015 AND SEPTEMBER 2015 GRADUATES
SIX AWARDS WILL BE PRESENTED AT COMMENCEMENT THIS YEAR

1. **CUNY BACCALAUREATE ALUMNI FUND AWARDS:** Thanks to the generosity of CUNY BA alumni, we expect one $250-$500 award will be given to an academically outstanding graduate who is going on to a Masters or Ph.D. program at an accredited institutions in Fall 2015.

   **ESSAY REQUIRED; SEE REVERSE SIDE.**

2. **PROFESSOR NAN BAUER-MAGLIN PRIZE IN LITERARY STUDIES:** One $200 award will be made to a student who did exceptionally well in his/her Area of Concentration related to Literature/Literary Studies. This award is made possible by CUNY BA’s former Academic Director, Dr. Bauer-Maglin. Email Regina Matthews, rmatthews@gc.cuny.edu, to be considered. Include the title of your concentration(s) and a brief statement about your academic work.

3. **DAN DAILY JOURNALISM AWARD:** CUNY BA alumnus Dan Daley, journalist and author, has designated a $500 award to be given to a graduating student in journalism/communications. Email Regina Matthews, rmatthews@gc.cuny.edu, to be considered. Include the title of your concentration(s) plus a brief statement about your academic work and career and/or graduate school plans.

4. **LESLEY F. HUGHES HEALTH SCIENCES AWARD:** CUNY BA alumna Dr. Stacey Simons has made this $250 award possible for a student who has completed an area of concentration in the health sciences and will continue in the health sciences in either graduate school or a career. Email Regina Matthews, rmatthews@gc.cuny.edu, ask to be considered. Include the title of your concentration(s) plus a brief statement about your academic work and immediate and long range career and/or graduate school plans.

5. **PEDRO LEONEL LOPEZ MEMORIAL AWARD:** CUNY BA alumna Maria Lopez-Bernstein has made this $250 award possible in memory of her father. It is for an immigrant student who will be the first in his/her family to graduate from college. Submit an essay (300-500 words) on what the American Dream means to you and how you are pursuing it. Please include your area of concentration title. Email to Regina Matthews, rmatthews@gc.cuny.edu.

All awards will be announced at commencement and are subject to confirmation of final grades. You may only apply for these awards if you have signed and paid to attend commencement. The application deadline for all commencement awards: 5pm, May 19, 2015. We expect awardees will be selected and notified 10 days after the deadline. You must participate in the commencement ceremony to receive the award. You may apply for more than one award if you are eligible. All awards listed are available subject to continued funding.

**APPLYING FOR THE CUNY BACCALAUREATE ALUMNI FUND AWARDS**

The recipient of the Alumni Fund Award will be selected based upon consideration of: cumulative GPA and Area GPA(s); a personal statement of no more than two double-spaced, typed pages; and proof of acceptance to an accredited graduate school program. If you do not yet have proof of acceptance, you may apply, but proof will be needed by May 27, 2015. The personal statement should address the following:

1) How did your Area(s) of Concentration influence your choice of graduate study?
2) Discuss what your specific focus will be in your graduate program.
3) Where do you see your graduate studies leading you?

Include a cover page stating your name, Area of Concentration, the Graduate school and program you will be attending, daytime phone, and email contact information. **Address the application to Ms. Regina Matthews, Scholarships Coordinator, at the CUNY BA office.**
ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT THE CUNY BA COMMENCEMENT

WHEN IS THIS YEAR’S CEREMONY?
Tuesday, June 2, 2015. 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/about/contact

WHO IS ELIGIBLE TO MARCH?

HOW MUCH DOES IT COST?
$50.00 – a significantly reduced fee for 2015! This covers the cost of your cap, gown, stole, tassel, program book, and other fees. You keep the cap, gown, stole and tassel. If you are renting a cap/gown from your home college, you can use that attire and 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).

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 received in the mail. The due date is April 7, 2015. If you apply to attend after April 7, you must pay an additional $15.00 processing fee. Full refunds are possible up until April 30. After May 1, refunds of 20% are possible.

WHAT IF I MISS THE APRIL 7 DEADLINE?
Because we order the caps and gowns from a company in Virginia and do not maintain a stock of them, we urge you to apply by April 7. If you miss that date, you can submit your materials, including an additional $15 processing fee. We cannot accommodate requests to participate after May 16.

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 is 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?
No, but you and your guests may remain in the hall to greet friends and to take pictures.

**HOW MANY GUESTS CAN I BRING TO THE CEREMONY? WHAT ABOUT TICKETS?**

*No tickets are required.* 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. Special seating will be available to accommodate disabilities ask attendants when entering the hall.

**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 travel Visas for your relatives or friends to come 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 1½ hours long (ending by Noon).

**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 7 deadline.

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**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 program 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.