

Graduate Business DIPLOMA CEREMONY

Monday, May 22, 2017

Important Information for Student Participants

Location: Jack Coffey Field
Rose Hill Campus
Enter field at main entrance

Time: Student Arrival: 8:30 - 8:45 a.m.
Ceremony begins: 10:00 a.m.

ORDER OF EVENTS

PART ONE – IN ADVANCE OF THE CEREMONY

1. Cap and gown pickup

Here are the locations, times and dates:

Lincoln Center distribution, McMahon Lounge

Saturday, May 13: 2:00 p.m. – 6:00 p.m.

Friday, May 19: 1:00 p.m. – 3:00 p.m.

Sunday, May 21: 3:00 p.m. – 4:00 p.m.

Westchester distribution, Room G-12

Tuesday, May 16: 4:00 p.m. – 7:00 p.m.

NOTE: Gowns and hoods arrive folded in plastic bags and should be steamed or pressed prior to the ceremony. Cap is worn "straight on" with V front in the middle of your forehead and square top exactly parallel to the floor. The tassel goes front right. Also note that since this is a formal ceremony, you **must** be wearing the appropriate MBA/MS cap, gown, and hood to participate. There will be no exceptions.

2. Graduate assigned seating

On Wednesday, May 17, you will receive your seat assignment for Jack Coffey Field. This is where YOU will sit during the ceremony. It is imperative you sit in this exact seat to ensure that your name is read at the correct time, in the correct order. This information will be sent to your Fordham email address.

PART TWO – MONDAY, MAY 22 - THE DAY OF THE CEREMONY

1. Getting ready

Dress appropriately. Please be sure to iron/steam your gown. The academic gown looks best with black shoes and black or natural hosiery. Please do not arrive at Jack Coffey Field without your cap and gown, as there will be NO extra caps or gowns available. **If you do not have your cap and gown, you will not be allowed to participate.**

Eat before you arrive. Please make sure to have breakfast before arriving at Jack Coffey Field. There will be no food provided before the ceremony.

Find a place to stash your stuff. Make sure to leave all parcels, cell phones, purses, and other personal belongings at home, or give them to friends or family **BEFORE** you enter the stadium at 8:45 a.m. for check-in. The only thing on your person should be your **Fordham ID**; you **MUST** otherwise be "free handed" at your seat.

2. Check-in at Jack Coffey Field: 8:30 - 8:45 a.m.

Arrive at Jack Coffey Field **no later than 8:45 a.m. with your Fordham ID** to check in. Enter through the main stadium entrance.

The stadium is next to the Rose Hill Gymnasium and Lombardi Center, in the northeastern portion of campus. This is in *the opposite corner of campus* from the Metro North railroad station and the closest subway stop, which is at Fordham Road. Therefore, please note that if you are coming by public transit, you should leave yourself enough time to walk across campus to the stadium. The vehicular entrance for parking is at 2691 Southern Boulevard, on the northeastern side of campus. Please see [travel information](#) and the [campus map](#) for more details.

Once inside the stadium, proceed to your pre-assigned seat, as distributed to you on May 17. All seats will be labeled with graduates' names. It is imperative that you **do not make any adjustments to your seat location or anyone else's**, as doing so will disrupt the diploma order. Fordham staff will be on hand if you have any questions about seat assignments.

To ensure that your name—and everyone else's—is read correctly, it is extremely important that you sit in the exact seat you are assigned. You **must remain** in your assigned seat once you have found it. You **must not** leave your seat to greet your loved ones; you will have time to see them afterward. Please do not take the risk of getting out of place and causing a domino effect that could upset the entire name-reading process.

3. Seating for your parents, spouses, and loved ones

There are no assigned seats at Jack Coffey Field. Guest seating is open once they have entered the stadium: first-come, first-served.

4. Special seating

If you have one or more guests who require wheelchair access, a sign-language interpreter, or other special seating or hearing arrangements due to a physical condition, physical assistance and special seating is available. **It is imperative that you inform us of any need for special assistance by emailing disabilityservices@fordham.edu or calling 718-817-0655 no later than May 5, 2017.**

5. Reading of names

During the ceremony, Kate Kennon, Lonnie Kussin, Zixin Mao, and Dongli Zhang will read all of the graduates' names, organized first by degree program, and then by alphabetical order within each degree grouping. Programs will be read in the following order: Cohort MBA, Professional MBA, EMBA, JD MBA, MBA/MSIS, MBA/MST, MSA, MSSD, MSBA, MSGF, MSIS, MSIR, MSMI, MSMM, MSQF, MST.

All graduates who RSVPed in advance will have their names called. This may mean that we run into the case of some “no-shows.” **When you arrive at the front of the line, if the name that is called is not yours, remain where you are. This will cue the person reading names that he or she should proceed to the next name until s/he reaches your name. You will be aware if someone is missing ahead of you by the empty seat next to you earlier.**

6. Photographs

We have contracted with a professional photography agency, Island Photography, to take a picture of you receiving your diploma on stage. The agency will directly contact you after the ceremony with details on purchasing photographs.

7. Return rental caps and gowns

Immediately after the ceremony, please return your cap and gown to the Herff Jones representatives stationed in the McGinley Center main lobby. If you do not return your cap and gown at this time, it will be your responsibility to mail it back to Herff Jones.

8. Pick up your diploma

You will not be receiving your actual diploma in the stadium.

Once the ceremony has concluded, please proceed to the McGinley Center main lobby, where you will pick up your diploma. **You must bring your Fordham ID to receive your diploma.**

9. Reception

Once you have picked up your diploma, you are invited to a post-ceremony reception in the McGinley Center cafeteria. Light refreshments will be provided, and you are welcome to celebrate with family and friends until 1:00 p.m.

After the reception, all official events will have ended, and you will be free to head off in whichever direction you and your family and friends may choose. Given the number of graduation ceremonies taking place in Manhattan in late May, we encourage you to think early about restaurant reservations or other plans you may want to make far in advance. See [restaurant information](#) for more details on area restaurants.

Thank you for your participation! Please pay attention to all of the instructions provided above to ensure that everything runs smoothly.

Any academic questions? Please email Roxanne Bonilla at rbonilla@fordham.edu.

CONGRATULATIONS!