

Graduate Business DIPLOMA CEREMONY

Tuesday, May 22, 2018

Important Information for Student Participants

Location: Vincent T. Lombardi Fieldhouse

Rose Hill Campus

**Students check in at the North Dining Hall
in the McGinley Center**

Time: Student Arrival: 2:30 - 2:45 p.m.

Ceremony begins: 4:00 p.m.

ORDER OF EVENTS

PART ONE – IN ADVANCE OF THE CEREMONY

1. Rental cap and gown pickup

Here are the locations, times, and dates:

Lincoln Center distribution, Pope Auditorium:

Saturday, May 12: 2:00 p.m. – 6:00 p.m.

Friday, May 18: 4:00 p.m. – 6:00 p.m.

Monday, May 21: 12:00 p.m. – 2:00 p.m.

Westchester distribution, Room G-12:

Wednesday, May 9: 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 because 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 Thursday, May 17, you will receive your seat assignment for the Lombardi Fieldhouse. 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.

3. Transportation reservations

On May 22, there will be **complimentary Ram Vans** running every 15 minutes from 1:00 to 3:30 p.m. and from 6:30 p.m. to 8:30 p.m. If you would like to take a Ram Van to or from the Rose Hill campus, [please register in advance](#). To arrive on time for student check-in, sign up for a van that departs from Lincoln Center NO LATER than 2:00 p.m. You will be dropped off by the McGinley Center, which is the location of student check-in.

PART TWO – TUESDAY, 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 the Lombardi Fieldhouse 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 lunch before arriving at the McGinley Center and Lombardi Fieldhouse. 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 McGinley Center at 2:45 p.m. for check-in. The only thing on your person should be your **Fordham ID**; you MUST otherwise be "free handed" at your seat in the fieldhouse.

2. Check-in at McGinley Center: 2:30 - 2:45 p.m.

Arrive at the McGinley Center **no later than 2:45 p.m. with your Fordham ID** to check in. You will be directed to the North Dining Hall.

The McGinley Center is 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.

After checking in, you will be directed to the Lombardi Fieldhouse, which is behind the McGinley Center. Once inside the fieldhouse, 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 in the Lombardi Fieldhouse. Guest seating is open once they have entered the room: 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 4, 2018.**

5. Reading of names

During the ceremony, Kate Kennon, Lonnie Kussin, Sarah Jinhui Wu, and Jennifer Vos 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, MSM, 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 he or she 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 rented cap and gown to the Herff Jones representatives stationed in the McGinley Center. 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 during the ceremony. You will receive a placeholder “scroll” to carry and must pick up your diploma separately.

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

If you do not pick up your diploma on the day of the ceremony, it will be mailed to you in the weeks following graduation.

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 7:00 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 New York City 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!