

# Graduate Business DIPLOMA CEREMONY

Tuesday, May 22, 2018

## FAQ

### Ceremony details

**Q: I didn't register for the diploma ceremony but now I would like to participate. What should I do?**

A: Graduating students **must** rent a Gabelli School master's cap and gown from Herff Jones to participate in the diploma ceremony. The deadline to order these cap and gown rentals has passed, but extra rental apparel will be available at the distribution sites below on a first-come, first-served basis only and regrettably cannot be guaranteed. A \$10 (cash-only) late fee will be charged in addition to the standard rental charge, and the rental fee must also be paid in cash only.

If you are able to obtain a rental cap and gown, you may participate in the ceremony. Please note that your name will not be on the seating chart when you sign in at the McGinley Center, and during the ceremony your name will not be announced alphabetically with your degree program but rather at the end of the full list. Please email [gsbgraduation@fordham.edu](mailto:gsbgraduation@fordham.edu) by May 11 to receive final diploma ceremony instructions the following week.

The cap and gown distribution schedule is as follows:

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, Ground Floor:

Wednesday, May 9: 4:00 p.m. – 7:00 p.m.

**Q: Am I eligible to graduate and/or participate in the diploma ceremony?**

A: For all questions about graduation and/or ceremony-participation eligibility, please contact your

academic advisor.

**Q: What is the difference between the University Commencement ceremony on May 19 and the Gabelli School graduate diploma ceremony on May 22? Do I have to attend both?**

A: The Gabelli School graduate diploma ceremony on May 22 is specific to the graduate school and the “main event” for most students—the time when you will walk up and receive your diploma.

The University Commencement ceremony on May 19 is a University-wide ceremony that involves all students in all nine Fordham colleges and schools. As a member of the graduate business school’s graduating class, you are welcome and encouraged to join in. If you plan to attend, please [RSVP here](#). Please note, you will not be receiving your diploma at the University-wide ceremony.

**Q: What do I wear to the ceremony?**

A: You cannot participate in either the University Commencement on Saturday or the graduate diploma ceremony on Tuesday without an official rental cap and gown.

**Q: I was planning to attend the diploma ceremony but now I can’t make it. What should I do?**

A: Please email [gsbgraduation@fordham.edu](mailto:gsbgraduation@fordham.edu) as soon as you know you will not attend the ceremony.

**Q: I wasn’t planning to attend the diploma ceremony, but now I want to register. What can I do?**

A: If it is before April 6, please submit your diploma ceremony form, found at [gabelliconnect.com/graduation](http://gabelliconnect.com/graduation), and order your rental cap and gown [here](#). If it is after April 6, we cannot guarantee you will be able to attend the ceremony. Please speak with your academic advisor.

**Q: I’ve submitted details for a relative to co-present my diploma. What happens next?**

A: Your co-presenter, if eligible, will receive an email in May with instructions on arrival time, seating, and co-presenting your diploma. For your co-presenter to be eligible, he or she must be your parent, grandparent, sibling, spouse, aunt, uncle, or child, and have graduated from Fordham (any school or college) in May 2017 or earlier. These details were requested on the diploma ceremony form.

**Q: I’ve submitted my diploma ceremony form and ordered my cap and gown rental. What now?**

A: More details about the ceremony will be posted at [gabelliconnect.com/graduation](http://gabelliconnect.com/graduation) in the coming

months. You also will receive emails with additional ceremony details, so please be sure to check your inbox.

**Q: When will I find out my seat assignment for the ceremony?**

A: Students will receive their seat assignments via email (to the email address you provided when you registered for graduation) in mid-May.

**Q: Where will my guests sit?**

A: Guest seating is not assigned. It is first-come, first-served in the Lombardi Fieldhouse.

**Q: How many guests can I bring to the ceremony?**

A: Graduating students may invite an unlimited number of guests, and there are no tickets required to attend the ceremony. However, please note that guest seating is first-come, first-served.

**Q: How do I get to the Rose Hill campus?**

A: General directions to the campus can be found [here](#). There is ample free parking on campus if you choose to drive, but the campus is also very accessible via MetroNorth and subway. A campus map can be found [here](#).

**Q: Can I take a Ram Van to the Rose Hill campus?**

A: Yes, free Ram Van service will be available all day. You can reserve a seat on a Ram Van via [this link](#). More information on Ram Vans can be found [here](#).

**Q: It looks like it may rain on the date of the ceremony. Will we be outdoors and if so will the graduates and our family members be kept dry?**

A: The diploma ceremony on Tuesday, May 22, is indoors. The university commencement on Saturday will take place outside, and you can find information on severe weather [here](#).

**Q: I have a guest who will require special assistance. Is the building accessible?**

A: All ceremony locations are accessible, and all accessible restrooms will be clearly marked at the Rose Hill Campus. For more information, please visit [this page](#).

**Q: Will there be a reception or food at the event?**

A: There will be a reception with light refreshments in the McGinley Center immediately following the ceremony. Following the ceremony, you can also pick up your official diploma and return your rental cap and gown. [Here is a list of restaurants in the area](#) if you'd like to make plans for dinner after the reception. Water and snacks will be available for purchase at both ceremonies.

**Q: I have guests who would like to watch the ceremony remotely. Will the ceremonies be live-streamed?**

A: Yes, both ceremonies will be live-streamed. Visit [fordham.edu/commencement](http://fordham.edu/commencement) the morning of the event for Saturday's link. A link will be emailed to all students before the Tuesday ceremony.

### **Rental cap and gown details**

**Q: I am eligible to graduate but did not receive an email in March about ordering a rental cap and gown. How can I be added to the list?**

A: Please speak with your academic advisor so that you may be added to the list.

**Q: It's after April 6 and I didn't order my rental cap and gown. What should I do?**

A: Extra rental apparel will be available at the distribution sites on a first-come, first-served basis only and regrettably cannot be guaranteed. A \$10 (cash-only) late fee will be charged in addition to the standard rental charge, and the rental fee must also be paid in cash only.

**Q: Can I wear a cap and gown I've borrowed from a friend at another school or bought online from a different vendor?**

A: No. All graduating students must rent the Gabelli School master's cap and gown from Herff Jones.

**Q: Do I get to keep my cap and gown, as I paid for it?**

A: No. What you have paid is a rental fee to rent the cap, gown, and hood. Because it is a rental only, you must return all three items on May 22. There will be a designated location on the Rose Hill campus to return your cap and gown immediately following the ceremony. The exact return location will be sent to you in a future email.

**Q: Can I send someone else to pick up my cap and gown at the distribution site?**

A: Yes. You may send someone else to pick up your apparel as long as they have your written permission, along with your online order confirmation.

**Q: I wasn't able to pick up my cap and gown. Will there be extra caps and gowns available at Rose Hill on May 22?**

A: No. Unfortunately, there will not be extra apparel at Rose Hill on May 22, and you cannot participate in the ceremony without a cap and gown.

**Q: I have another question about my cap and gown (whether about ordering, or confirming**

**an order, or picking up an order). Who should I contact?**

A: Please read the information on [this document](#), and then feel free to contact Herff Jones directly at 516-223-2572 or [Thegraduateguy@aol.com](mailto:Thegraduateguy@aol.com).

### **Miscellaneous details**

**Q: Some of my classmates have received an email in April with additional details about the diploma ceremony. Why didn't I receive it?**

A: If you filled in the diploma ceremony form by April 6, please check the email address provided in your confirmation email. Then, try checking your spam folder. If you have unsubscribed from a previous Gabelli School email, you will not receive diploma ceremony emails. If you think this is the case for you, please email [gsbgraduation@fordham.edu](mailto:gsbgraduation@fordham.edu) so that you may be added back to the list.

**Q: How do I receive my diploma?**

A: Once the diploma 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 are not attending the ceremony or do not pick up your diploma on the day of the ceremony, it will be mailed to you in the weeks following graduation.

If you prefer to pick up the diploma in person, you can contact Lincoln Center Enrollment Services directly at [acadrecords@fordham.edu](mailto:acadrecords@fordham.edu).

**Q: I am not graduating but have received an email about the diploma ceremony. What should I do?**

A: Please contact [gsbgraduation@fordham.edu](mailto:gsbgraduation@fordham.edu) to ask to be removed from the list.