

Graduate Business DIPLOMA CEREMONY

Tuesday, May 22, 2018

Important Information for Student Participants

Congratulations! Please enjoy yourselves and pay close attention to the instructions provided so that all goes smoothly. Graduates are seated in rows A through J of the Left Section and rows K through S of the Right Section. **To ensure your name is called in the correct order, it is extremely important that you sit in the exact seat to which you are assigned.**

ROW		ROW	
A	ROW A, SEATS 1 – 30	K	ROW K, SEATS 1 – 30
B	ROW B, SEATS 1 – 30	L	ROW L, SEATS 1 – 30
C	ROW C, SEATS 1 – 30	M	ROW M, SEATS 1 – 30
D	ROW D, SEATS 1 – 30	N	ROW N, SEATS 1 – 30
E	ROW E, SEATS 1 – 30	O	ROW O, SEATS 1 – 30
F	ROW F, SEATS 1 – 30	P	ROW P, SEATS 1 – 30
G	ROW G, SEATS 1 – 30	Q	ROW Q, SEATS 1 – 30
H	ROW H, SEATS 1 – 30	R	ROW R, SEATS 1 – 30
I	ROW I, SEATS 1 – 30	S	ROW S, SEATS 1 – 30
J	ROW J, SEATS 1 – 30	T	ROW T, SEATS 1 – 30

During the ceremony, Kate Kennon, Lonnie Kussin, Jennifer Vos, and Sarah Wu 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.

When a staff member gives you the indication, walk to the top left corner of the seating area and listen carefully for your name to be read.** When your name is read, walk to Dean Rapaccioli at the diploma table. Receive your diploma from Dean Rapaccioli (or from your co-presenter, if you pre-registered one). A picture will be taken as you receive your diploma. Walk the rest of the way across to the end, where Island Photography will take your picture again. Immediately after this picture, walk down the right aisle. If you're in the **Left Section**, walk all the way down the right aisle and behind the last row of seats, then turn up the middle aisle until you reach the row your seat is located in, where you will walk through the row and return to your original seat. If you're in the **Right Section**, walk down the right aisle until you reach the row your seat is located in, where you will walk through the row and return to your original seat. Staff will be present to direct you.

****Note: 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 that this is likely to happen if there had been an empty seat next to you in your row.**

The graduates who are in Left Section, **ROW A**, will be the first to walk up. **John Vincent Arey II, row A, seat 2, will be the first graduate to walk up and receive his diploma.**

Following ROW A will be graduates in ROW B and so on, proceeding in order.

Once all graduates in the Left Section have been called, graduates in **Right Section, Row K** will be called. **Ziyun Zhou, row K, seat 1, will be the first graduate to go on stage from this row.**

At the end of the ceremony, the faculty and administrators seated on the stage will be the first to exit. Wait for them all to leave the seating area before moving. Staff will be present to assist you. Please exit the Lombardi Fieldhouse promptly.

You will return your cap and gown to Herff Jones located in the McGinley Center North Dining Room. **If you do not return your cap and gown at this time, it will be your responsibility to mail it back to Herff Jones at your own expense.**

Please note: You will not be receiving your actual diploma on stage. Once the ceremony has concluded, please proceed to the McGinley Center North Dining Room, where you will pick up your diploma. **You must bring your Fordham ID to receive your diploma.**

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.

Island Photography will contact you directly about purchasing the photographs taken of you while receiving your diploma.