

Commencement Committee

April 2016

Dear Candidate for Graduation,

On behalf of the Commencement Committee, I would like to congratulate you on your achievements. You have worked long and hard, and now is the time to celebrate.

Kingsborough Community College will be holding its **Fifty First Commencement Program on Tuesday, June 21, 2016**. The purpose of this letter is to answer certain questions you may have regarding Commencement and your participation in this exciting event. It is our hope that this information will help make this very special day a most memorable occasion for you, your friends, as well as your family, and the entire college community. **PLEASE READ THIS ENTIRE LETTER AS IT CONTAINS INSTRUCTIONS FOR ENTRANCE TO THE CAMPUS ON THE DAY OF COMMENCEMENT.**

WHO CAN TAKE PART IN THE JUNE COMMENCEMENT EXERCISES?

Only those students that have completed their course work as of August 2015, January 2016 or are expecting to complete their studies as of June 2016, are eligible to take part in the June 2016 Commencement Exercises. August 2016 graduates will be permitted to march at Commencement; however, the names of August 2016 graduates will not appear in the Commencement Program.

WILL MY NAME APPEAR IN THE COMMENCEMENT PROGRAM?

For your name to appear in the Commencement Program **you must have filed an application for a degree on CUNYFirst by April 14, 2016**. You will be notified by mail toward the end of May if deficiencies are found in any course work completed prior to the Spring semester. You will be notified in July if deficiencies are found in any course work completed during the Spring semester. *Please note that filing the necessary paperwork or taking part in the Commencement Exercises does not guarantee the awarding of a degree.*

WHO RECEIVES AN INVITATION TO THE COMMENCEMENT EXERCISES?

If you filed an application for a degree by the April 14 deadline, an invitation to the Commencement Exercises will be sent to your home addressed "To the Family of..." Due to the size of the graduating class, we are requesting that you limit the number of guests to four.

HOW DO I ORDER MY CAP & GOWN?

The On-Line ordering deadline is **MAY 5, 2016**. Please go to www.Jostens.com enter Kingsborough Community College. There is no charge for the cap & gown. However, if you miss the deadline, we will be ordering enough caps and gowns to accommodate ALL students. Please go to the KCC Bookstore after June 8th. to pick-up caps and gowns.

WHEN DO I PICK UP MY CAP & GOWN?

You can pick up your cap & gown at the College Bookstore after June 8th, during regular business hours.

WHAT ARE THE PROCEDURES ON GRADUATION DAY?

9:30 a.m.	Graduates, Candidates for Graduation and their guests, should arrive on campus (Please see the entrance procedures outlined below).
10:30 a.m.	Processional begins
11:00 a.m.	Ceremonies begin

PLEASE TURN PAGE OVER, THERE IS MORE INFORMATION ON THE NEXT PAGE.

Your guests should go directly to the tent area found behind the MAC building in the amphitheater area. Please have your guests arrive early, as there may be a delay entering the campus as Public Safety reserves the right to inspect bags.

Graduates and candidates for graduation should proceed directly to the seawall alongside the Science Building. You will receive specific instructions upon your arrival at the seawall. PLEASE ARRIVE EARLY SO THAT YOU DO NOT MISS ANY OF THE CEREMONY.

Beautiful weather is the hallmark of Kingsborough's outdoor Commencement Exercises. However:

- In case of heavy rain, we will line up in the Concourse (the corridor between the Library and the Clusters), beginning the processional at the Library ramp.
- If you feel that the weather is severe enough to cause the cancellation of the Commencement Exercises, please call 718-368-6553 on the morning of June 21 for a recorded announcement indicating the status of the ceremony.

Following the ceremony, President Herzek and the faculty and staff of Kingsborough Community College invite you and your guests to attend a reception in the U-building cafeteria in honor of the graduates.

DO WE NEED TICKETS?

Your invitation will serve as a ticket to admit up to four guests.

WHERE CAN WE PARK OUR CAR?

All students and guest vehicles will be directed to the Manhattan Beach Parking Lot. Guests will not be allowed to park on the campus. Please make sure that you leave extra time for the walk from the Manhattan Beach Parking Lot (it is a 15 minute walk).

WHAT ABOUT GUESTS WITH DISABILITIES?

Any guest who requires closer access can be dropped off on campus, at the Shimoda Circle. However, the driver will have to exit the campus and park in the Manhattan Beach Parking Lot. Again, please arrive early to insure that your guests will not miss any of the ceremony. Please note that there are 2 locations on campus where ACCESS-A-RIDE can drop off and pick –up.

CAN WE BRING BACKPACKS AND BAGS ON CAMPUS?

Please do not bring any backpacks, coolers or large bags on campus. Public Safety reserves the right to inspect any bags being brought onto campus.

Please call the Graduation Hotline, 718-368-6553, if you have questions regarding the weather and last minute announcements about the Commencement Exercises. If you need further information, you may call 718-368-5040.

YEARBOOK PHOTOS

The photographer for graduation portraits will return to campus May 9-13. Photos will be taken in U-213/214, Monday-Thursday, 10am-2pm, 3-7pm & Friday, 10am-3pm; no appointment is necessary. There is *no charge* for being photographed. Call 718-368-5603 with questions.

SAVE THE DATE!

The annual *Graduation Ball* will be held on June 2! Invitation and information about how to purchase tickets to follow. Call Student Life with questions about the ball, 718-368-5597.

We are looking forward to celebrating this wonderful occasion with you on Tuesday, June 21.

Sincerely,



Paul Winnick

For the Commencement Committee