



The Sage Colleges Commencement 2018

Important Information for Graduating Students and Guests

Mandatory Commencement Rehearsal : Friday, May 11, 2018 from 5:15PM to 6:45PM

- **Takes place at RPI's Houston Field House** (1900 Peoples Avenue in Troy); arrive by 5:10PM.
- **Attendance is required for graduates only** (no guests). Casual attire—no caps and gowns.
- Check your email in advance for your commencement side, row, and seat number so you can **proceed directly to your assigned seat upon arrival**. A complete Graduate Line-up List is [online](#).
- Be sure to check in with the following offices at rehearsal:
 - **REGISTRAR** : Distributing **honor cords** for those who earned Latin Honors and Broughton Fellows
 - **LIBRARY** : Collecting **fobs** from commuting students (residents return them with your room keys)
 - **BOOKSTORE** : Can answer questions about **cap & gown** or swap out damaged/wrong items
 - **ALUMNI** : Fill out **contact info cards** with your most up to date information
 - **CAREER PLANNING** : Complete **grad survey** to be entered into VIP seating raffle
 - **DEANS** : Clarify the proper **pronunciation of your name** with your dean
- We will **rehearse processing** into and out of the Field House and demonstrate the **proper way to wear your academic regalia**. Remember your side, row and seat number. Leave a place for the person next to you if they haven't arrived yet.

Commencement : Saturday, May 12, 2018 at Rensselaer's Houston Field House

Student Line-up begins at: 9:00AM & Ceremony begins at: 10:00AM

Parking at Field House is limited.

Graduates and guests should arrive early.

- **Doors to the Field House will open at 8:30AM.** Guests who arrive before this time will need to wait in line outside the Field House. Seats may not be held after 9:15AM.
- Public Safety will check all bags upon entry into the Field House. **Prohibited items: alcohol, all smoking & tobacco products, backpacks, coolers, large signs.**
- Graduates **begin lining up OUTSIDE (rain or shine) at 9AM.** Rain ponchos for grads will be provided, if needed.
- **Concession stand will be open before and during the ceremony,** but will temporarily close during the graduates procession at 9:50 and will reopen once all graduates enter.
- Only those wearing **full academic regalia** (cap, gown, hood) may participate. Undergrad tassels start on the right and will be moved to the left during the ceremony when prompted. Graduate tassels begin and remain on the left. Note that the hood denotes your degree type (BA vs. BS, etc.).
- **Students will be handed name cards during line-up** that they will hand to the Dean before crossing the stage. Graduates who arrive late and miss the procession will not get name cards and therefore won't be permitted to participate in commencement.
- **Opening procession begins promptly at 10AM.** Guests will not be allowed to enter the Field House while graduates are processing.
- **Students will be handed diploma cases** (not diplomas) on stage. May 2018 grads will receive diplomas in the mail in mid-June.
- Photographers from **Genesee Photo will take your picture** as you walk across and exit the stage. They will contact you directly with information about ordering these photos.
- Out of respect for all graduates, **all must remain for the entire ceremony.** The ceremony should last about 2.5 hours.

Parking & Accessibility

* Information *

- Anyone who arrives to the Field House after 8:15AM should expect to **park at Troy High School** (1950 Burdett Ave.). Free shuttles will run continuously from the parking lot to the Field House.
- The Field House has a limited **number of spaces available** in a parking lot reserved for those with **disability plates or placards**.
- If this lot is full, **guests will be permitted to drive up to the entrance to drop off individuals with disabilities** and then park at Troy High School.
- Graduates and guests who require accommodation were asked to notify the Student Life Office by May 4th if accessible seating was required. If you did so, you may locate your **reserved accessible seating** on the floor of the Field House. Note that there is limited availability and arrangements must be requested in advance through the Student Life Office.

Check out Important Info

including links to the commencement webcast & videos about how to wear regalia and a **list of all graduate seat assignments at:**

Sage.edu/commencement

