

# The Sage Colleges

**TO:** All Degree Candidates at The Sage Colleges  
**FROM:** Stacy M. Gonzalez, Associate Vice President for Student Life  
**RE:** Commencement 2019  
**DATE:** March 2019

Congratulations! The Registrar's records indicate that you have completed your application for graduation for either August 2018, December 2018 or May 2019. In addition, you indicated that you plan to participate in the May 2019 Commencement ceremony. Please read the following memo completely as it contains important dates and times.

**The Sage Colleges' Commencement Ceremony will be held on Saturday, May 11, 2019.** Under The Sage Colleges' academic policies, all Sage Colleges students must have completed all degree requirements in order to participate in the Commencement ceremony. In order to participate prior to completing degree requirements, you **MUST** be cleared by the office of the Registrar. Candidates who completed degree requirements at an earlier date (the prior August or December) may participate in the May ceremony. The Registrar's office will mail diplomas to all graduates by the end of June.

**ALL STUDENTS MUST RESPOND TO THIS LETTER TO CONFIRM WHETHER OR NOT YOU WILL PARTICIPATE IN THE COMMENCEMENT CEREMONY BY APRIL 5, 2019.**

Individuals who do not respond by the deadline will be removed from the Commencement Participation list. **Please go to [www.sage.edu/commencement](http://www.sage.edu/commencement) to complete the Commencement Participation Form.** Contact the Student Life Office at 518-244-2207 with any questions. Please see below for important dates and information for those who plan to participate in Commencement. Additional information is available online at: [www.sage.edu/commencement](http://www.sage.edu/commencement).

**Commencement Rehearsal:**

**(MANDATORY FOR ALL STUDENTS PLANNING TO PARTICIPATE IN COMMENCEMENT.)**

**PLACE:** Houston Field House (RPI), 1900 Peoples Avenue, Troy, New York  
**DATE:** Friday, May 10, 2019  
**TIME:** 5:15 – 6:45 pm  
**DRESS:** Casual attire (cap and gown not needed at rehearsal)

**Commencement Ceremony:**

**PLACE:** Houston Field House (RPI), 1900 Peoples Avenue, Troy, New York  
**DATE:** Saturday, May 11, 2019  
**LINE UP:** 9:00 a.m.  
**TIME:** 10:00 a.m. to 1:00 p.m. (approx.)  
**DRESS:** Academic regalia (cap, tassel, gown and hood)

Formal academic regalia-- cap, tassel, gown and hood—are required to participate in Commencement. You will need to order academic regalia online at <https://collegegrad.herffjones.com> (type "Sage" in the search bar on the welcome page and select your appropriate college). The deadline for free delivery to the Bookstore is March 23<sup>rd</sup>. Note that you will need to know which degree you are earning (Bachelor of Arts, Bachelor of Business Administration, Bachelor of Fine Arts, or Bachelor of Science), so please verify this with the registrar's office in advance, if needed. This information is also available on your program evaluation in SageAdvisor. Students can request home delivery for an extra fee and must do so by April 15<sup>th</sup>. Students will be notified when their regalia has arrived at the Bookstore; all regalia must be paid for at the time of purchase online.

### Verify your participation in commencement online:

Students must respond online by Friday, April 5, 2019 to verify whether or not you plan to participate in commencement in order to be included in the ceremony. No exceptions will be made. Students not intending to participate must also verify this online. To do so, go to: [www.sage.edu/commencement](http://www.sage.edu/commencement) and click the link for "Commencement Participation Form."

### Photographer:

An official photographer has been retained for the ceremony. Candidates will be photographed as they receive their diploma case. No one else will be permitted to photograph in the stage area and candidates' section during the ceremony. Proofs will be mailed directly to graduates from the photographer with information about ordering.

### Guests:

Due to the large seating capacity of the Field House, tickets are not necessary for admission to Commencement, but we ask you to limit your guests to no more than six. You will not be permitted to reserve seats prior to the event. The Field House will open at 8:30 a.m. on Saturday morning, at which time guests may choose their seats. Someone **must** remain with the seats at all times. **Seats cannot be saved after 9:15 a.m.**

### Parking:

Parking immediately around the RPI Field House is very limited. We have made arrangements for parking and shuttle service from Troy High School and Troy Middle School. Note that the Field House has a limited number of spaces available in a parking lot reserved for those with disability plates or placards. Note that if this lot is full, guests will be permitted drive up to the entrance to drop off individuals with disabilities. **Please allow extra time for parking on Commencement day.**

### Other:

- If you or one of your guests have a disability that will require special accommodation during the commencement ceremony, please notify the Office of Student Life at 518-244-2207.
- No alcohol will be permitted at this event. Possession of liquor during the ceremony will disqualify you from participating. RPI is also a **tobacco free** campus.
- Pets are not allowed at the Field House.

This is a very special time for you and your family. If you have any questions regarding the ceremony, please feel free to contact me at 518-244-2207 or visit [www.sage.edu/commencement](http://www.sage.edu/commencement).

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### **Additional Events related to Commencement for Undergraduate Students:**

*For more information about these RSC events contact the RSC Dean's Office at 518-244-2466 or [rscdean@sage.edu](mailto:rscdean@sage.edu).*

#### **RSC HONORS CONVOCATION: Monday, April 17, 2019 at 12:30pm in Bush Memorial**

All graduating RSC students are invited to participate. Families and guests are welcome. Students receiving awards will be notified in advance by the RSC Dean's Office. Reception to follow. This is a non-regalia event, casual dress is allowed.

#### **RSC BACCALAUREATE CEREMONY: Friday, May 10, 2019 at 10:00am in Bush Memorial**

The Baccalaureate Ceremony is an intimate event that honors the graduating undergraduate class on each campus and highlights their personal growth and academic achievement. At this time the Valedictorian and Salutatorian will address the graduating class. Faculty and graduates process in cap and gown for the ceremony. Families are encouraged to attend.

*For more information about these SCA events contact the SCA Dean's at 518-292-1704 or [scadean@sage.edu](mailto:scadean@sage.edu).*

**SCA SCIRE AWARD CEREMONY: Friday, May 10, 2019 at 9:30 a.m. in Renaissance Room**

The SCA Dean's office coordinates this event that honors select graduates.

**SCA BACCALAUREATE CEREMONY: Friday, May 10, 2019 at 10:30 a.m. in The Armory.**

The Baccalaureate Ceremony is an intimate event that honors the graduating undergraduate class on each campus and highlights their personal growth and academic achievement. At this time the Valedictorian and Salutatorian will address the graduating class. Faculty and graduates process in cap and gown for the ceremony. Families are encouraged to attend.