**Tasks to be Completed BEFORE Commencement**

- **Obtain your Academic Regalia** - All graduates must wear academic regalia (Cap, Gown, Tassel, Hood)
  * Grads can pick up regalia ordered online or purchase new regalia items through the campus bookstores on Monday-Friday (hours listed below). Go to the [Herff Jones website](https://www.herffjones.com) to check the status of an online order with home delivery. Contact the Bookstores directly with any questions. Note the **NEW** location for the Troy Bookstore below.

  **ALBANY BOOKSTORE:**
  - Mon-Thurs, 9AM-4PM and Fri, 9AM-3PM
  - 41 Union Drive | Gozzo Student Ctr (Albany College of Pharmacy)
  - 518-694-7378

  **TROY BOOKSTORE:**
  - Mon-Fri, 11AM-4PM
  - 65 1st Street | 1st floor, John Paine Bldg.
  - 518-694-7378

- **Verify that Your Academic Regalia is Correct.** Bachelor’s and Master’s caps and gowns are black; doctoral gowns are green with a black tam and gold tassel. The inner lining of the hood for all graduates should be green and white (Sage’s colors) and the velvet trim on the hood should correspond with your degree per this [chart](https://www.herffjones.com). You can swap out items in the Bookstores, if needed. Check out these online videos to learn how to wear your Bachelor’s, Master’s, and Doctoral regalia. (Bachelor’s students can click on the master’s link to see how to wear your hood.)

- **Pick Up Honor Cords** (if eligible). Undergraduate May 2022 graduates who meet criteria for Latin Honors will be emailed on May 12 with instructions to pick up gold honor cords from the registrar’s office. Graduate Broughton Fellows will pick up their blue cords from the Dean of the School of Health Sciences’ offices. Some other departments may make their own arrangements to distribute honor cords and stoles.

- **Complete the Online Exit Survey.** Tell us about your post-graduation plans through the [online survey](https://www.sage.edu) and be entered to win one of five $50 Amazon gift cards.

- **Reach out with any questions.** Continue to check email often for updates regarding commencement and be sure to share all pertinent information with your guests. Contact [deanofstudents@sage.edu](mailto:deanofstudents@sage.edu) with any questions.

---

**Commencement: Saturday, May 14, 2022 at the MVP Arena in Albany**

**Graduates arrive for Line-up:** 5:00PM  &  **Ceremony begins at:** 6:00PM

- **Parking & Accessibility**
  - **On-street parking is available around the MVP Arena, along with several small parking lots with variable rates.**
  - We highly recommend parking in the garage located directly behind the MVP Arena, which provides direct, covered access to this building on the Concourse level at a reduced rate of $5 for this event. Entry to this garage is directly off of Market St. just before you reach Eagle St.
  - **Guests with mobility impairments are encouraged to use a wheelchair to navigate the large Arena.** There will be space reserved for wheelchairs on a first-come, first-served basis on the top tier of the Concourse level seating and on the floor of the Arena. Sage staff will be on hand to point guests toward available seating, but guests will need to be able to navigate the space on their own.

---

**Commencement will be livestreamed on Sage’s YouTube Channel**
Graduate Check-In:

- Graduate check-in opens at 4:30 at the Beaver St. entrance and all grads should arrive no later than 5:00 PM. The entrance procession will begin promptly at 6:00 PM and grads will not be permitted entry to the Arena floor after this.
- At check-in, grads will receive a **NAME CARD**. This is the card you will hand to the Dean before crossing the stage to receive your degree. It will contain your row and seat number and your position in the procession line.
- Once you check in, you will be directed to stand on a specific number label on a colored ribbon taped to the floor in 2 lines. Graduates will line up by college/degree level. **Green Ribbon:** All undergrads; **Blue Ribbon:** Master's grads in School of Management & Education, EDD grads; **Purple Ribbon:** Master's grads in Schools of Health Sciences and Arts & Sciences, DNS, OTD, DPT grads.
- 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.
- **Faculty and Student Marshals will lead graduates onto the floor of the Arena.** Graduates will split off and enter the rows from the outside. (See diagram to the right.)

Degree Conferral:

- After the Commencement Address by Sarah Kate Ellis, **Pres. Ames will announce the conferral of degrees and invite the deans to the side podium.** From here, the deans will invite graduates (by college/degree level) to “**please rise, come forward, and approach the stage.**” At this prompt, all graduates in the named college/degree level will rise and file out row by row to the right and approach the entrance ramp to the stage. Graduates will need to bring their **Name Cards** forward to hand to the staff member at the top of the ramp, who will then hand your card to the Dean. Graduates will be called in this order:
  - All **Undergraduates**
  - All Master’s and Post-Master’s Certificates from **School of Management and School of Education**; then, EdD Graduates
  - All Master’s and Post-Master’s Certificates from **Schools of Health Sciences and Arts & Sciences**; then, DNS, OTD, and DPT Graduates
- Bachelor's and Master's graduates wear their hoods, but Doctoral students carry them in draped over their right arm. [Click here to view video from a prior commencement ceremony. Doctoral hooding can be viewed at 2hr 02min (EdD), 2hr 26min (DNS), 2hr 28min (DPT)]
- At the top of the ramp, graduates will **hand their name card to a staff member**, who will then hand it to the dean. Students should wait until their complete name is called before they begin crossing the stage. **Pres. Ames will hand you your diploma, but will not shake hands this year.** Instead, be prepared to pose for the photographer.
- **Continue across the stage and exit via the ramp.** At the bottom of the ramp, another photographer will take your picture before you return to your seat.
- On stage, **graduates will be handed diploma cases** (not diplomas). May 2022 grads will receive their diplomas in the mail by the end of June.
- Photographers from **Genesee Photo will take your photo** as you walk across and exit the stage. They will contact you directly with info about ordering these photos.
- At the end of the ceremony, members of the Stage Party will exit the stage and process down the center aisle, followed by the Sage Faculty. Then, **graduates will process out of the Arena in reverse order, starting with the last row**, via the same path they entered, exiting each row from the outside, and then meeting back in the middle to recess out through the faculty who will be eager to celebrate you.

**Sample Graduate Name Card**

```
Ruby Gonzalez Lavoie
ROO-bee Gun-ZOL-ees Luw-WAH
MAGNA CUM LAUDE
```

**Procession Line Position**

```
LINE-OP: UG-LEFT-44  Assigned Row & Seat #
seat-C-12
```

**Graduate Procession**

**Degree Conferral**

**Check out Important Info**

including links to the commencement webcast & videos about how to wear regalia, and COVID vaccine/testing requirements at:

*Sage.edu/commencement*
Russell Sage College Commencement
May 14, 2022 | 6 PM
* Guests enter via Parking Garage Concourse Level or Arena Atrium starting at 4:30 PM.
* Grads enter via Beaver St. for Check-in and Procession Line-up by 5:00 PM.

MVP Arena
51 S Pearl St, Albany

MVP Arena Atrium
Graduates will Check In and Line Up HERE by School in assigned order in 2 Lines for Graduate Procession

MVP Parking Garage ($5)
Enter to this garage is directly off of Market Street, just before you reach Eagle Street.

Most Guest Seating (tiered w/ steps) is accessible via the Concourse Level (3) of the Arena. Guests should enter through Parking Garage or S. Pearl St. entrance. Limited accessible seating is available on the floor of the Arena, accessible via Arena Atrium (w/ elevator access).

Limited Seating for Guests w/ Accessibility Needs (1st Come-1st Served)

Available Space for Guest in Wheelchair (Accessible via Concourse Level)

Seating for Faculty & Grads on Arena Floor

WC Available Space for Guest in Wheelchair (Accessible via Concourse Level)

WC Available Space for Guest in Wheelchair (Accessible via Concourse Level)