Greetings prospective graduates,

In just a few short days many of you will be participating in the 2016 Mailman Commencement Ceremony. Please review the information below thoroughly as it provides relevant information.

Should you have any questions or concerns please contact the Office of Student Affairs.

Commencement Details
- Tuesday, May 17, 2016
- Check-in for graduates begins at 2:15 p.m. in Hammer (lower levels)
- Ceremony begins at 4:00 p.m. (procession begins at ~3:30 p.m.) in the New Balance Armory on the corner of Ft. Washington Ave and 168th St.

Guests
- Graduates are limited to no more than 6 guests.
- Guests may begin entering the Armory at ~2:30 p.m. and should be in their seats by 3:30 p.m. for the procession.

Program
- The entire commencement ceremony from procession to recession lasts approximately 3 hours.
- Students will enter the Armory at ~3:40 p.m. in the following order: doctoral students, MS, MHA, and MPH.
- Dean Fried, Cecile Richards, and others will address the graduates.
- A few awards will be presented to faculty.
- Graduates will cross the stage to receive their scrolls (and hoods for doctoral candidates).
- Dean Fried will lead graduates in the Public Health Oath.
- Students will recess similar to how they entered.

Reception
- A light reception will be held in the Armory immediately following the recessional.
- Food and drink will be available on the first, second, and third floors of the Armory.
- You may want to make arrangements to meet your guests on a specific floor.
- A step-and-repeat photo op area will be on the first floor.
- This is a light reception, not a dinner. We recommend graduates coordinate dinner plans following the ceremony and reception.

Expectations
- There is no rehearsal for the ceremony, so it is vital that you pay attention to directions from staff throughout the day.
- Graduates must report to their check-in rooms no later than 3:00 p.m. You will receive an email soon with your specific check-in room in the Hammer Building (lower levels). Check-in will open at 2:15 p.m.
- Leave personal belongings with your guests, and leave your guests at the Armory
  - Graduate may not leave personal items in the Hammer check-in rooms and should not carry items with them into the Armory.
  - The Hammer check-in rooms are for graduates only. Individuals not in regalia will not be allowed to enter.
  - In the event of inclement weather, ponchos will be provided to graduates for crossing the street to the armory. Garbage bins will be available in the lobby as you process to the track level of the armory for discarded ponchos. We ask that you refrain from bringing an umbrella as they pose a tripping hazard during the ceremony. Hope for sun!
• Check-in rooms are organized alphabetically by degree.
• Please be prepared for a lot of hurry up and wait. Wear comfortable shoes.

**Line Up**
• From the check-in rooms, staff will line up graduates around the Hammer Building before crossing the street to the Armory.
• Please stay in a tight formation and keep up with the person in front of you.
• Once at the track level of the Armory, staff will direct you to your seat.
  o Since graduates do not sit until the ceremony begins, another staff person will ensure that the rows of seats are completely filled.
  o Please pack tightly into the rows.
• When it is time for the graduates to cross the stage and accept their scrolls, staff will direct you to stand and line up stage left.
  o Before you get to the dais (stage), you will have your picture taken.
  o You will cross the dais from stage left to right stopping in the middle to receive your scroll and shake hands with Dean Fried (and be hooded by your department chair for doctoral students).
  o When you come off the dais (stage-right), you will be stopped to take another picture.
  o Staff will then guide you back to your row where you will cross back to your original seat.

**Pictures**
• Professional photographers will be on hand.
• Ordering details will follow commencement.

**Diplomas**
• You will not receive your actual diploma at commencement; it will be sent to your diploma address in SSOL. Please make sure you have updated that address.
• Instead of a diploma, graduates receive a 10x13” rolled scroll of the UN Universal Declaration of Human Rights (suitable for framing).
  o Graduates may exchange their rolled scroll for an unrolled poster.
  o Exchanges can be made in the Office of Student Affairs during regular business hours following commencement.