

April 4, 2012

Dear Graduating Student,

Now is the time for you to begin planning for the University Commencement Ceremony and the College of Engineering and Applied Sciences (CEAS) Convocation Ceremony. To inform you more about the day's events, the following information can be used as a reference.

I would also recommend that you visit <http://stonybrook.edu/cse/may/> for more information regarding the University Ceremony.

Congratulations on your degree! On behalf of the CEAS, I hope to see you at both ceremonies!

Best Regards,

Jennifer Dellaposta
Director of Undergraduate Studies
College of Engineering and Applied Sciences

Everything You Need To Know About the University Commencement and the CEAS Convocation

<http://www.ceas.sunysb.edu/ucacc.asp>

To: College of Engineering and Applied Sciences Graduates, December 2011, and degree candidates (B.S., B.E., M.S., and Ph.D.) for May and Summer 2012.

This is the only document, regarding the University Commencement and the CEAS Convocation you will receive from the College of Engineering and Applied Sciences. This is a useful document to have on hand on graduation day. Use it as a reference guide. More information regarding the University Commencement can be obtained at:

<http://stonybrook.edu/cse/may/>

UNIVERSITY COMMENCEMENT

On Friday, May 18, 2012 the University Commencement will begin at 11:00 AM in the Kenneth P. LaValle Stadium, **rain or shine**. You must line up with the graduates of your major department promptly at **10:30 AM** in the parking lot adjacent to the Sports Complex Main Arena. Please refer to <http://www.stonybrook.edu/cse/may/students.shtml> for further information about where and how to line up.

If you applied for graduation on SOLAR by the February 3 deadline, you will be receiving electronic reminders from the Office of Conferences and Special Events about deadlines and other important information. Make sure that you strictly adhere to the deadlines or your name may not appear in the University Commencement program or you may not be able to obtain tickets to the University Commencement Ceremony.

March 20: The Ceremony Attendance Forms will be available on SOLAR (<http://www.stonybrook.edu/it/solar.shtml>). You need to complete the form in order to obtain tickets to the University Commencement Ceremony. If you have difficulty completing the form on SOLAR, contact the Office of Conferences and Special Events at (631) 632-6320.

May 1: Deadline to complete the Ceremony Attendance Form.

Each candidate who completes the ceremony attendance is eligible for **three guest tickets** for stadium seats at the University Commencement Ceremony. See below under **GUEST TICKETS** for details about ticket distribution.

Important note for December 2011 graduates: If you attended the December graduation ceremony, you will NOT be given tickets to the May 2012 University Commencement Ceremony. **However, you may attend the CEAS Convocation Ceremony, see below.**

COLLEGE OF ENGINEERING AND APPLIED SCIENCES CEAS CONVOCATION

The CEAS Convocation follows the University Commencement. This ceremony will be held in the Sports Complex Main Arena, at 1:30 PM. **Graduates must assemble at 12:45 PM in the parking lot on the side of the Sports Complex to form the procession.** Your guests should proceed to the Arena at the same time. In the parking lot you will find large banners indicating the names of the majors/departments. You must assemble behind the banner displaying your major. Faculty marshals, staff, and student helpers will be there to assist. (Those graduating with a double major within CEAS may choose either of the two to go with, but are encouraged to stay with the engineering group if engineering is one of the majors).

Your department's faculty marshal(s) and the helpers will give you a card on which you will write your name and your mailing address after graduation. Keep the card with you. You will hand it to the faculty marshal as you mount the stage during the ceremony. **The marshal will use the card to announce your name, so print clearly.**

At 1:25 PM, The Saffron United bagpipers will lead the procession and the platform party (deans and faculty) into the Arena. The ceremony will start at 1:30 PM and end at approximately 3:00 PM.

IMPORTANT!!!

An academic ceremony requires that all participants be in traditional academic attire. Purchase your cap, gown, hood, and tassel at the campus bookstore. Graduates who don't wish to wear academic regalia will be seated with guests, not with the graduates. Bachelor's and Master's candidates will be wearing red caps and gowns. The hoods are golden yellow for B.S. (AMS, CSE, ISE, TSM) and M.S. graduates and orange for B.E. (BME, CME, ESG, ESE, ECE, MEC) graduates.

Ph.D. and other doctoral degrees will be conferred during a Doctoral Graduation and Hooding Ceremony on Thursday, May 17th at 2:00 PM in the Staller Center Main Stage. During the ceremony, the University President will confer degrees and each graduate and his/her advisor will be invited to the stage where the graduate will be hooded by the advisor and the Dean of the Graduate School. **This is a ticketed event. See guest tickets for further information.**

Baccalaureate degree candidates who will graduate with honors – cum laude, magna cum laude, and summa cum laude – and seniors who have been elected to Phi Beta Kappa or Tau Beta Pi will be honored in a **Baccalaureate Honors Convocation** on Wednesday, May 16th at 5:00 PM in the Pritchard Gym. **This is an invitation only event.** Invitations will be distributed by the Office of Conferences and Special Events.

GUEST TICKETS

All CEAS graduates who filled out the Ceremony Attendance Form by the May 1st deadline must pick up their **University Commencement tickets** as indicated below:

Dates – May 8 - 11

Time - 9:00 AM to 5:00 PM

Location for B.S., B.E., and M.S. graduates - 127 Engineering

Location for Ph.D. graduates – Department

The candidate receiving the tickets must show his/her **current student ID card** and **sign** next to his/her name indicating that tickets were picked up. Each candidate is responsible for picking up his/her own tickets. **Tickets will NOT be given to a friend.** You will receive tickets **ONLY** if your Ceremony Attendance form on SOLAR was filled out by the Tuesday, May 1 deadline.

CEAS B.E. and B.S. degree candidates will also be required to complete the CEAS Graduation Survey before picking up their tickets.

Give the University Commencement tickets to your guests and remind them to hold on to them. Your guests will be required to present the ticket to enter the stadium for the University Commencement Ceremony. Access to seating is strictly controlled.

There are no reserved or numbered seats at the University Commencement. Seating is on a first-come basis. There will be specially marked seating for disabled and elderly guests. Ushers will be present to assist guests.

- **Tickets are required for the University Commencement Ceremony.** The limit is 3 per graduate. We ask that you take only the amount of tickets you will need. No tickets will be available on Commencement day.
- **Tickets are required for the Doctoral Graduation and Hooding Ceremony** and will be distributed from your academic department.
- **The Baccalaureate Honors Ceremony is by invitation only.** The Office of Conferences and Special Events will send the invitation letter.
- **NO TICKETS are required for the CEAS Convocation Ceremony.** Students may bring as many guests as they like to the CEAS Convocation Ceremony.
- **If you did not fill out the Ceremony Attendance Form by the May 1st deadline, in addition to the above information, carefully read the instructions in the next section entitled “Guest Tickets - Late Ceremony Attendance Form.”**

GUEST TICKETS – LATE CEREMONY ATTENDANCE FORM

For those graduates who did not complete the Ceremony Attendance Form on SOLAR by the May 1st deadline, please do the following:

1. Complete a hard copy of the Ceremony Attendance Form. This may be done in the CEAS Undergraduate Student Office, 127 Engineering, for B.S., B.E., and M.S. graduates. For Ph.D. graduates, the forms should be filled out in your academic department.
2. B.S., B.E., and M.S. candidates must pick up their **University Commencement tickets** as indicated below:
 - (a) Date: Monday, May 14
 - Time: 9:00 AM to 5:00 PM
 - Location: 127 Engineering
 - (b) Date: Tuesday, May 15
 - Time: 9:00 AM - 12:00 PM
 - Location: 127 Engineering
3. Ph.D. candidates should check with their academic departments for the schedule to pick up University Commencement tickets.

EXTRA UNIVERSITY COMMENCEMENT CEREMONY TICKETS

Any unclaimed tickets for B.S., B.E., and M.S. graduates will be distributed as follows:

Date: Wednesday, May 16

Time: 1:00 PM

Location: 127 Engineering

Students needing extra tickets should line up outside the Undergraduate Student Office, 127 Engineering. We will distribute one ticket at a time down the line until any/all extra tickets are distributed. Priority for these tickets is given to students who have served the college as volunteers for special events and/or officers/leaders of clubs and societies or as Student Ambassadors.

Ph.D. candidates should check with their academic departments for the schedule to pick up extra University Commencement tickets.

Good luck on your finals.

We hope to see you on a sunny graduation day!