

2017 COMMENCEMENT

FRIDAY, JULY 14

GRADUATE INSTRUCTIONS

Excelsior College Commencement Ceremony
Empire State Plaza Convention Center, Albany, NY

PRE-CEREMONY

TIP: Souvenir photo and College store hours:
1–2:15 PM
5–6 PM

Check-in – Name Card

Meeting Room 5, 1–2:15 PM

- ▶ Retain your name card; do not fold or bend it.
- ▶ If your name is difficult to pronounce, spell it phonetically on the card, but do not write anything else on this side of your name card.
- ▶ On the other side of your name card, fill out the information for Island Photography who will take your photo as you cross the stage. They need your contact information to provide you with proofs.
- ▶ During the ceremony, hand your name card to your Academic Dean to announce your name as you cross the stage.

TIP: Select a place to meet your family after the ceremony.

Robing Room – Cap & Gown

- ▶ Your regalia is on your chair, and your seat puts you in the correct order for the procession.
- ▶ The tassel on your mortarboard should be on your right side.
- ▶ Do not leave any personal belongings in this room.
- ▶ You must be robed and in your seat between 2:30–2:45 PM.

TIP: Advisors have purple ribbons attached to their name badges.

After Check-in and the Robing Room

Meeting Room 6, 1–2:15 PM & 5–6 PM

- ▶ Free, souvenir photos, printed on the spot; College merchandise for sale; Alumni Association information plus alumni cords for sale; and social media fun all taking place in Meeting Room 6! (This room will be open after the ceremony too.)

TIP: Share your celebration photos with the hashtag #ExcelsiorProud.

CEREMONY 3 PM

(see diagram on other side)

Processional

- ▶ Seating in the robing room is the order of march. Stay in formation and proceed to the Convention Hall as directed by Excelsior College staff and your marshal.

Presentation of Graduates

- ▶ Marshals guide and lead rows to the stage.
- ▶ Leave your program at your seat. Bring only your name card to the stage.
- ▶ Once on stage, hand your name card to your Academic Dean at the microphone. Proceed across the stage to accept your folder and shake hands with College leadership.
- ▶ Walk across the stage; Alumni Leadership Council members give you a small gift. Pause for a photo by Island Photography. Proceed down the steps and return to your seat.

Recessional

- ▶ Marshals lead rows; rows exit front to back, and both lines exit to the right.

TIP: Cap, gown, and hood are yours to keep.

TIP: Move tassel from your right to the left as instructed during ceremony.

AFTER THE CEREMONY

Reception for Graduates, Guests, and College Community

- ▶ Gathering Spaces are set up with banners for the Schools of Business & Technology, Health Sciences, Liberal Arts, Nursing, and Public Service.

TIP: Buses depart from drop-off location between 5:30–6:30 PM (returning to the Desmond).

KEY TO ACADEMIC CORDS



Gold:
Academic
Honors



Red, White, and
Blue: Military
Affiliation



Purple: Excelsior
College Alumni
Association,
Contributing Member



Light Purple and
White: Honor Society
of Nursing, Tau Kappa
At-Large Chapter

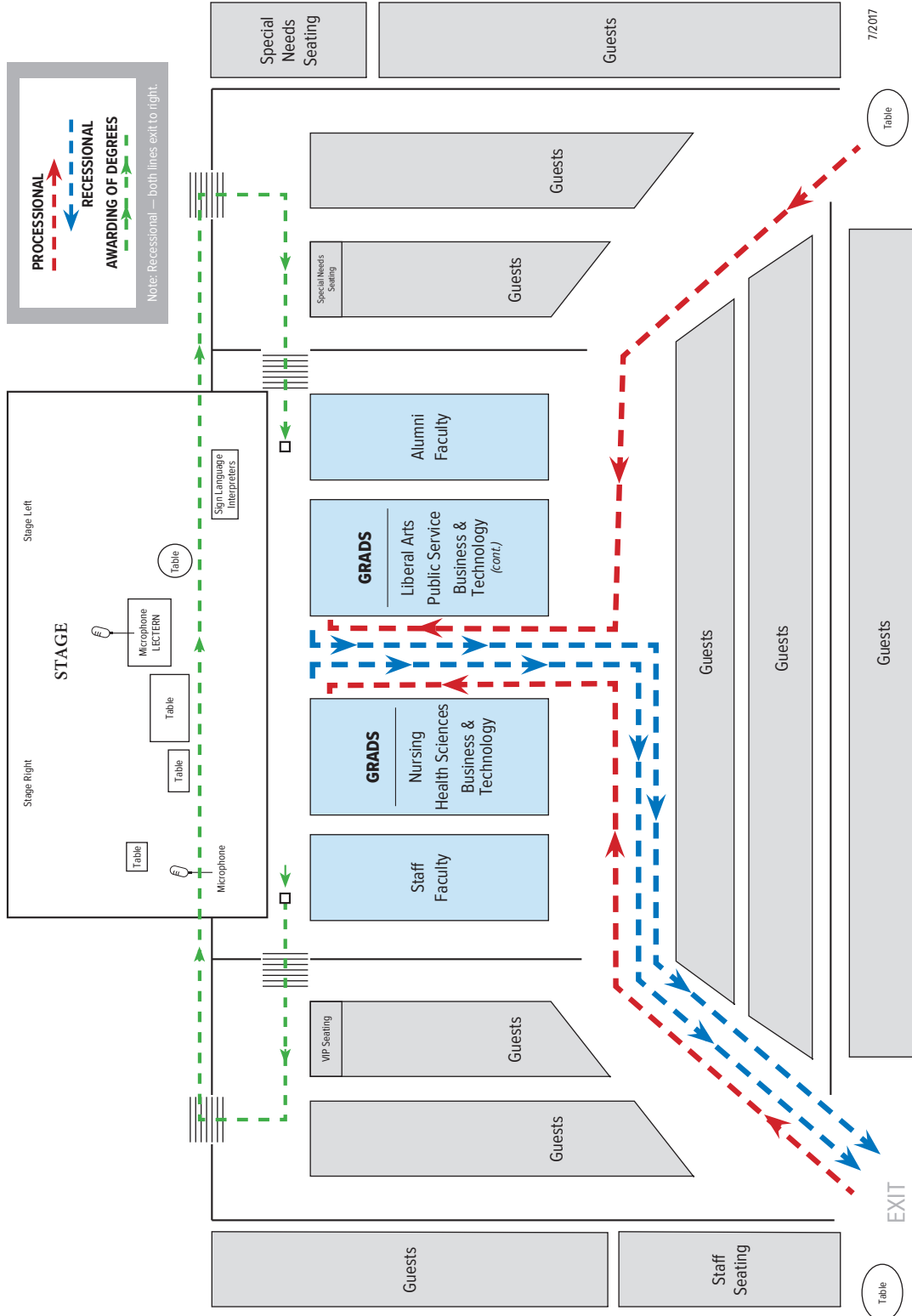


Burgundy and Gold:
Alpha Sigma Lambda
National Honor
Society, Sigma Zeta
Chapter



Gold and Green: Sigma
Beta Delta, Honor
Society for Business,
Management and
Administration

GRADUATE PROCESSIONAL & RECESSIONAL AND AWARDING OF DEGREES



DIRECTIONS TO THE EMPIRE STATE PLAZA CONVENTION CENTER

GPS Information

Enter 279 Madison Avenue, Albany, NY, as the address for the Empire State Plaza. This will bring you to the Madison Avenue entrance near the Cathedral Lot for parking. If you have parking questions, contact the NYS Office of General Services at 518-474-8718.

From the North: Take Northway (I-87) to Exit 1E (I-90 East). Proceed east to I-787 South and take Empire State Plaza Exit. Follow signs to Visitors parking area—V-Lot.

From the South: Take New York State Thruway to Exit 23 (Albany)—straight through toll booth to I-787; then take Empire State Plaza Exit. Follow signs to Visitors parking area—V-Lot.

From the East: Take I-90 and cross Hudson River. Take Exit to I-787 south, along river. Take Empire State Plaza Exit and follow signs to Visitors parking area—V-Lot.

Please note:

Accessible parking is available in the V-Lot, but oversized vehicles cannot be accommodated due to the 6'-foot height limitation of this underground facility (see Cathedral Lot information).

Additional Visitor Parking at the Cathedral Lot on Madison Avenue

The Cathedral Lot is located just south of the Empire State Plaza on Madison Avenue and is within easy walking distance of the Plaza's main concourse level, which leads to the Convention Center. If the V-Lot is full, proceed around the bend and turn right into P-1 South. Go to the left following the sign for additional visitor parking. Proceed through a small tunnel (known in Albany as the mouse hole), continue to the end, and turn right onto Madison Avenue. Then make a quick left into the lot. (It's right in-between the Cathedral and the NYS Museum.) There is a charge for parking in this lot.

Once you have parked, you will enter the Empire State Plaza directly across from the entrance to the NYS Museum. The entrance is under cover. Once inside, proceed straight, following signs for The Egg, Convention Center, and Excelsior College Commencement.

Please note:

Accessible parking and parking for oversized vehicles is available in the Cathedral Lot. After parking, visitors using wheelchairs should cross Madison Avenue and enter the glass doors to the Empire State Plaza. Take the elevator on the right to the concourse level. Follow signs for The Egg, Convention Center, and Excelsior College Commencement.