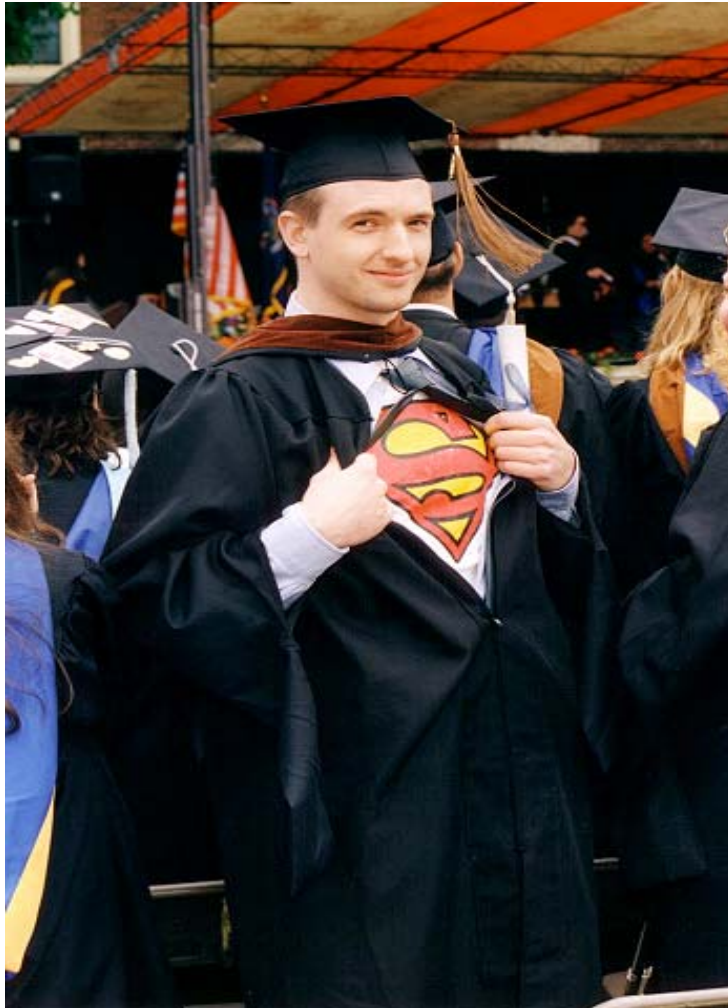


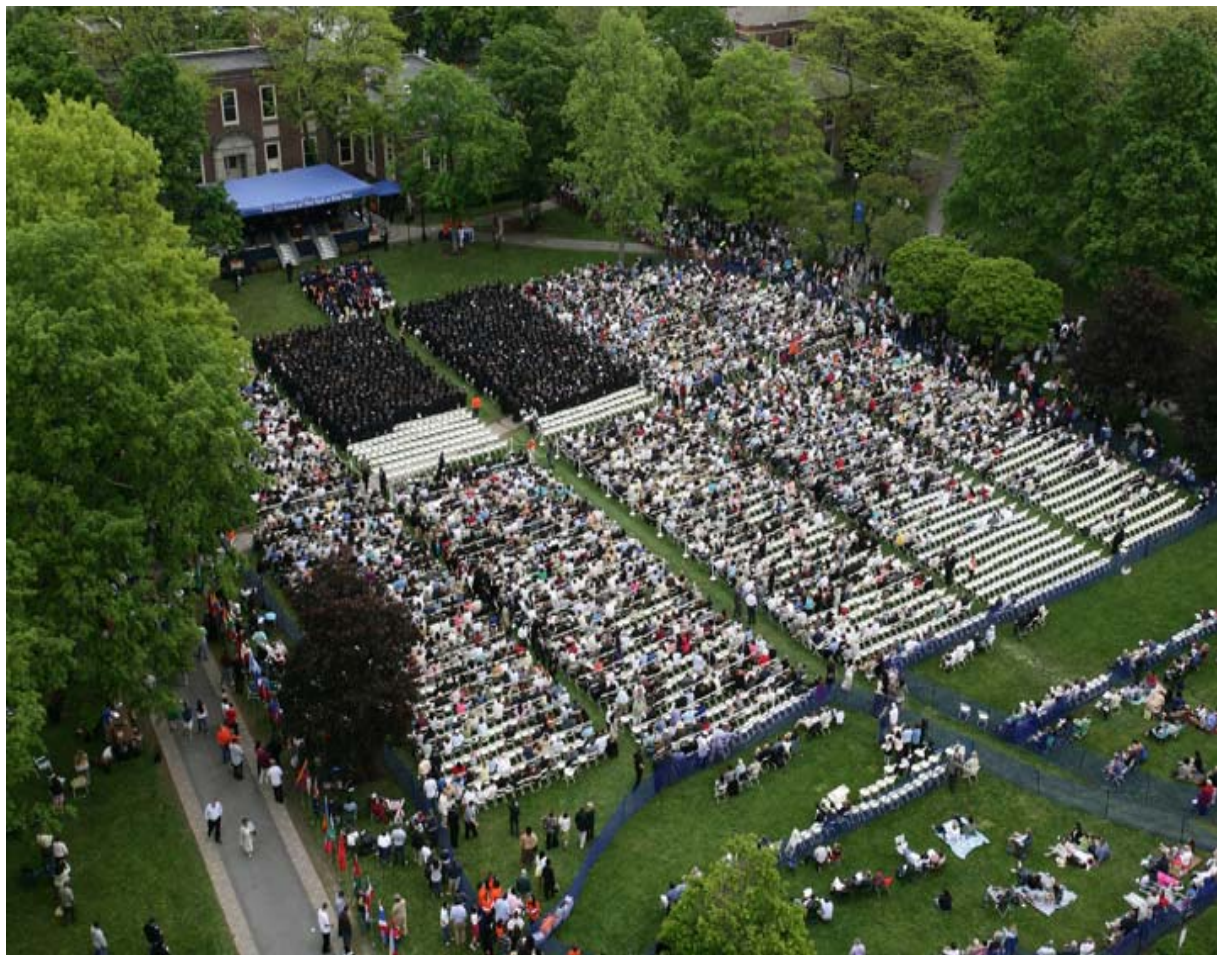


**May 23, 2010**  
**Commencement**  
Undergraduate  
Rehearsal Presentation



Congratulations  
Supergrads!

# **The Undergraduate Ceremony** will be on the Old Main Quad



# Undergraduate Commencement Ceremony

**Sunday, May 23, 2010 10:00 a.m.-noon**

- Seating begins at 8:30 a.m.
- Candidate line up begins at 9:00 a.m.
- At 9:50 a.m. guests will not be allowed to enter onto the Old Main Quad for the procession of the line march.



# Undergrad Line Up

*All line up by major*

- Liberal Arts & Sciences  
**Student Union, Multi Purpose Room**
- School of Education  
**Student Union, 100**
- School of Business  
**Lecture Center, South Lobby**
- School of Fine & Performing Arts  
**Parker Theatre**
- School of Science & Engineering  
**Lecture Center, North Lobby**

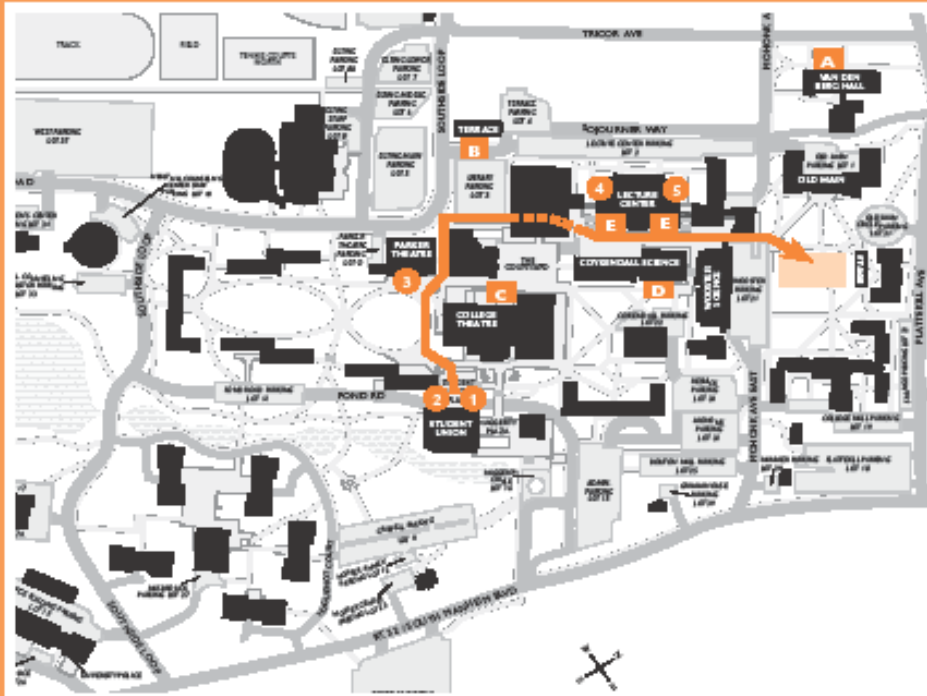


## Line Up Logistics

- **You will receive one name card, along with your four reserved guest tickets:** neatly write your name on your name card as you would like to be called. We recommend you phonetically spell out your name if needed.
- On the back of your name card, please include the address where you would like the proofs of your photos sent after graduation.
- You will line up by school or college and then alphabetically by major.
- The first person in each School or College holds the school name card for the reader.
- The first person for each major holds a card stating the major. These cards along with your name card are collected as the candidates (aka - you!) process onto the stage.
- You will be surrounded by your friends, so smile!

# Undergraduate Procession Map

## UNDERGRADUATE MAY COMMENCEMENT



### Undergraduate Seating

#### STAGE Faculty

<b>SCHOOL OF EDUCATION</b> Childhood B-2 Childhood 1-6 Adolescent	<b>COLLEGE OF LIBERAL ARTS &amp; SCIENCES</b> Anthropology Asian Studies Biology Black Studies Communication Disorders Communication & Media Contract Majors Economics English French Geography German History International Relations Journalism-Public Relations Latin American Studies Nursing Philosophy Political Science Psychology Sociology Spanish Women's Studies
<b>SCHOOL OF FINE &amp; PERFORMING ARTS</b> Art History Music Music Therapy Theatre Arts Visual Arts Visual Art Education	
<b>SCHOOL OF BUSINESS</b> Accounting Finance General Business International Business Management Marketing	
<b>SCHOOL OF SCIENCE &amp; ENGINEERING</b> Chemistry Computer Engineering Computer Science Electrical Engineering Environmental Geochemical Science Geology Mathematics Physics	

### Line Up Location

begins at 9:00 a.m.

1. COLLEGE OF LIBERAL ARTS AND SCIENCES  
Multipurpose Room, Student Union (Second floor)
2. SCHOOL OF EDUCATION  
Student Union, 100 (First floor)
3. SCHOOL OF FINE AND PERFORMING ARTS  
Parker Theatre
4. SCHOOL OF BUSINESS  
Lecture Center, South lobby
5. SCHOOL OF SCIENCE AND ENGINEERING  
Lecture Center, North lobby

### Receptions

Noon-1:00 p.m.

- A. SCHOOL OF BUSINESS  
Front lawn of van den Berg Hall  
(In the event of rain the reception will be held in the lobby of VH)
- B. THE SCHOOL OF EDUCATION  
The Terrace
- C. THE SCHOOL OF FINE AND PERFORMING ARTS  
College Theater Lobby (McKenna Theatre)
- D. THE SCHOOL OF SCIENCE AND ENGINEERING  
Area between East entrance of Coykendal Science Building and back of Wooster.
- E. COLLEGE OF LIBERAL ARTS AND SCIENCES  
North and South Lobbies of the Lecture Center

# Academic Procession

Students march in first in two lines.  
Faculty follow, the Stage Party  
(President, etc.) enter last.



# **In General, Remember:**

- **BE ON TIME**
- **KNOW WHERE YOU NEED TO BE**
- **Be courteous to the speakers; give them your full attention.**
- **Remain standing until you are told to be seated. Once you are seated, stay in your seat.**



## **Here is how the ceremony will proceed...**

- You process from lineup to your seats on the Old Main Quad.
- You are followed by the faculty, and the VP. The Deans and President are led by the Grand Marshal to the stage.
- Everyone remains standing while the President says a few words of welcome and the Star Spangled Banner is sung.
- The President will then tell you to sit.
- Awards and Recognitions
- Honorary Degree Conferral
- Provost and Deans present candidates for Degrees:
  - By school and major, you will be asked to stand up.
  - Once all the majors in your school have been called, you will be asked to sit down
- The President will confer your degree as representative of the State University of NY.
- At this point, President Poskanzer will tell you to **MOVE YOUR TASSEL FROM RIGHT TO LEFT.**

## ***Now, You Cross the Stage:***

- As called forward by the marshals, you will walk on to the stage, leaving your program at your seat with only your name card in your hand.
- You will give your name card to the reader before you walk onto the stage, then walk across and shake hands with your dean and the President, who will hand you a Certificate of Participation.



- After everyone has crossed the stage, and returned to their seats, **you** stand for the singing of the Alma Mater
- Remain standing at your seat until the Stage Party and Faculty recess. You march out following the faculty.
- Once you have recessed out of the seating area, you can then meet up with your friends and family.



Receptions to follow the  
ceremony:

- **College of Liberal Arts & Sciences –Lecture Center, North & South Lobbies**
- **School of Education – College Terrace**
- **School of Business – Front of Van den Berg Hall**
- **School of Fine & Performing Arts – McKenna Theatre Lobby**
- **School of Science & Engineering – Tented Area between East entrance of Coykendall Science Building and the back of Wooster.**



# Info for Guests

Tickets- if you are unable to give your guest their tickets they can pick them up at the will-call table near Wooster lot #21. **Each candidate will receive a maximum of 4 reserved tickets for their guests.**

Parking - Disability parking lot #21, guests can be escorted from here while their drivers park the car.

\*\*Open parking in other campus lots for the ceremonies.

An on-campus-shuttle-service will be provided for cars that are parked far from the commencement site.

**Be sure to arrive early.**

**ENTRANCE INTO GUEST SEATING  
CLOSE 10 MINUTES BEFORE THE  
BEGINNING OF THE CEREMONY.**

# Guest Rules



- No baby carriages, car seats, wheelchairs in the reserved seating area.
- No standing in the aisles during the ceremony.
- Guests cannot interfere with the candidates' movement.
- Inappropriate behavior by guests and candidates will result in being escorted from the ceremony.
- If your guest needs to temporarily leave the seating area, they must get their hand stamped to get back in (ink is vegetable-based).
- If you are bringing more than 4 guests, they will be required to sit on the lawn, outside the reserved seating area. We suggest your guests provide their own seats, water, blanket, sunscreen, and any other necessary items.

# Do's and Don'ts

- Do take your cap and gown out of the bag. DO NOT IRON.
- Do hang to allow wrinkles to drop out.
- Do not accessorize the gown in any way.
- Cords and sashes must be approved by the institution.
- Pins must be worn on formal attire - *nothing* can be on the robe.
  - \* Corsages can only be worn the wrist
- Robe should be mid calf or below your knees.
- **Decorations** on the cap cannot rise above the surface or over the sides. They will be replaced for the ceremony if they do not meet these criteria. **No profanity or sayings that attack any group of people or organization.**
- **This is acceptable:**



# Do's and Don'ts

- Do keep your hands free.
- Water or juice must be in a sealed container to bring into the ceremony.
- Men: no jeans, sweatpants, sportswear or shorts.
- Women: NO HANDBAGS. If you need to have a small bag on you for any reason, you must keep it under your gown during the march and when you go up to the stage
- Wear your hair down. If you wear your hair up you will not be able to place your cap on your head.
- All electronic devices **must** be off during the ceremony. Everyone: There should be NO Headphones/ear buds in your ear at anytime during the ceremony.
- No talking or texting on your cell phone. No taking photos as you proceed onto the Old Main Quad or cross the stage.

# Things to Remember:

- Only guests with tickets will be admitted - even infants and small children need tickets. **Each candidate will receive a maximum of 4 reserved tickets for their guests.**
  - Make sure you give guests their tickets before the ceremony. Guests should arrive early.
  - Guests with disabilities will have designated seating. Marshals will direct guests to their seating assignments. Seating is on a first-come basis so arrive early.
  - Guests must remain seated during the ceremony.
  - In case of inclement weather, call 845-257-INFO or visit [www.newpaltz.edu](http://www.newpaltz.edu).
- \* The ceremony will take place rain or shine. Only in the event of hazardous weather will the ceremony be cancelled.



# Things to Remember

- Please take time to look over the commencement website at [www.newpaltz.edu/commencement](http://www.newpaltz.edu/commencement) at some point before your ceremony.
- **Allow plenty of time:**  
This ceremony includes more than 1,000 candidates, and at least 7,500 guests.
- \* **Proper planning and time management is going to be very important**
- **Enjoy your day!**

