



GRADUATION TIMES

Office of Student Life and Development

March 2019

The New York City College of Technology is proud to announce its 79th Commencement ceremony, which will be held **on Monday, June 3, 2019 in the Barclays Center (620 Atlantic Avenue)**. The main entrance is located at the intersection of Atlantic and Flatbush Avenues. This modern venue is situated on top of one of the largest transit hubs in New York. Public transit is the fastest, most convenient way to travel there. (See sidebar on page 3 for travel directions)

The ceremony will begin with the procession of the 2019 graduates at 6:00 pm SHARP.



2017 Commencement

Graduate Fair

Graduation Fair will take place **on April 15-18, 2019 from 8:30am—6:00pm in the college Bookstore**. This one stop event will provide an opportunity for graduating students to have graduation photos taken, purchase their caps and gowns, class rings and memento diploma frames, as well as participate in a raffle for a variety of gifts.

Graduation Photos

On-campus photos for this year's graduates can be scheduled during the Grad Fair on Monday, April 15— Thursday, April 18 from 8:30am—6:00pm

in the college Bookstore.

After these dates, Continental Studios will continue to offer students the opportunity to have a graduation portrait taken in their studios. Just state that you are a City Tech student when scheduling an appointment. These photos are for personal use only. City Tech will not be using them for any publications. City Tech will not be creating a year book or participate in any distribution of your photos. You may schedule an appointment by going to the Continental Studios' website, using the following link: www.continentalstudios.com. The studio will mail your proofs.





2017 Commencement

Embassy/Employer Letters

If you need a letter to verify the date of graduation for your employer or for an embassy, please come to the Office of Student Life and Development, room G 516, call 718.260.5391 or **contact Casey Briggs via email: cbriggs@citytech.cuny.edu.**

Make sure to include your name, contact information and the name and address of the person to whom the letter should be written. Please give the office 48 hours advance notice to produce the letter. **Please request all letters by Friday, May 17, 2019.**

Special Accommodations

If you or a guest will require special accommodations such as assistance with mobility or interpretative services, please contact **Casey Briggs at cbriggs@citytech.cuny.edu before Friday, May 17, 2019.** We will contact the venue to make appropriate arrangements.

Graduation Tickets

Due to the large graduating class each graduate will be given **five (5) tickets** to the Commencement Ceremony. **Ticket distribution for Commencement will take place on Wednesday, May 22, 2019 from 2:00pm - 7:00pm, Thursday, May 23, 2019 from 10:00am - 4:00pm and Friday May 24, 2-19 from 10:00am - 4:00pm in the 5th floor Library Lounge.**

The following is an itemized list of the required academic attire:

Complete Set

Associate / Bachelor \$51+ tax

Separate Items:

Associate/Bachelor Gown - \$21.00

Cap - \$5.00

Tassel - \$3.00

Associate/Bachelor Hood - \$22.00

You must wear your academic attire to participate in the graduation ceremony .

Extra Tickets

After all those participating in the ceremony have collected their initial five tickets there may be extras remaining. **Any available extra tickets will be distributed on a first-come, first-served basis on Friday, May 24, 2019 in the Office of Student Life and Development in room G-516 starting at 10am.**

Name Cards

This card will be given to you at the time you pick up your graduation tickets and will be used to call your name as you proceed into the graduation ceremony. We request that you hand it to the announcer in a timely manner so that your name can be called out to your waiting family and friends.

Commencement Schedule

Graduates are asked to **arrive at 5:00pm for line-up**. You will be directed to your staging area upon arrival. Look for your department or program signs. We respectfully request that you line-up already dressed in academic attire. Please be advised you will be standing for the majority of line-up so please wear comfortable shoes. **PLEASE DO NOT BRING LARGE BAGS/ BACKPACKS AS YOU WILL NOT HAVE AN AREA TO LEAVE YOUR ITEMS BEFORE PROCESION.**

Getting to Barclays Center

We have chosen this venue for our 79th Commencement due to its proximity to our campus and convenience to our graduates. It is very accessible, located at the crossroads of Downtown Brooklyn's Atlantic and Flatbush Avenues. The following is a brief summary of various modes of transportation you may wish to use:

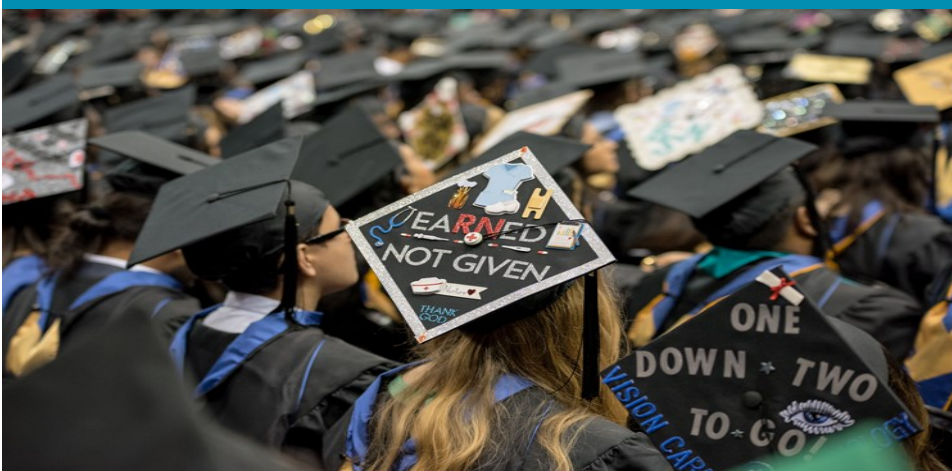
By Bus: *Eleven bus lines stop near the arena: B25, B26, B38, B41, B45, B52, B63, B65, B67, B69, and B103.*

By Subway: *2, 3, 4, 5, B, D, N, Q, or R train to Atlantic Avenue- Barclays Center Station. Take the C Lafayette Avenue or the G to Fulton Street.*

By Car: *Note that parking is both limited and costly. Barclays Center is easily accessed from the Brooklyn Bridge, Manhattan Bridge, or the Brooklyn-Queens Expressway. If you are using a GPS the venue's address is 620 Atlantic Avenue.*



Happy Grads!



GRADUATION FAQs

What is the difference between Commencement Ceremony and Official Graduation?

- Our Commencement Ceremony is an event that is held once a year in June to celebrate those students who are candidates for official graduation.
- Official Graduation is completed by submitting an application for graduation to have an audit processed on your academic record by the Registrar's Office. This audit makes sure all degree requirements have been successfully fulfilled.

When and where is graduation?

Graduation is on **Monday, June 3, 2019 at 6:00 pm at the Barclays Center**, 620 Atlantic Avenue, Brooklyn, NY 11217.

Where do I get tickets for graduation?

Ticket distribution for Commencement will take place on **Wednesday, May 22, 2019 from 2:00pm - 7:00pm, Thursday, May 23, 2019 from 10:00am - 4:00pm and Friday May 24, 2-19 from 10:00am 4:00pm in the 5th floor Library Lounge.**

Can I get extra tickets for graduation?

If available, extra tickets will be offered on a first-come, first-served basis on Friday, May 24, 2019 in the Office of Student Life & Development in Room G-516 starting at 10:00am, until all available tickets are distributed.

How do I get a cap and gown for the ceremony?

Pre-ordered caps and gowns, as well as the general sale of caps and gowns, will be available for pick-up and payment at the Bookstore in the General Building starting **Tuesday, April 30, 2019. Caps and gowns will be available for sale during the Graduate Fair from Monday, April 15, 2019 to Thursday, April 18, 2019 in the Bookstore.**

Are graduation photos and class rings available?

Yes, these items will be available for ordering and purchase in the Bookstore from Monday, April 15, 2019 to Thursday, April 18, 2019 from 8:30am to 6:00pm,. Please contact 718-855-7339 or stop by the Bookstore for more information.

What if I need special accommodations in order to participate in Commencement?

Accommodations such as assistance with mobility and interpretive services are available. **Please contact Casey Briggs at 718-260-5391 or cbriggs@citytech.cuny.edu before Friday, May 17, 2019 if you require accommodations.**

When will I receive my diploma?

The Registrar's Office will notify you to pick up your diploma approximately 8 to 10 weeks after your date of conferral. The Registrar's Office will only email your City Tech email account. Please wait for an email notification before coming in to pick up your diploma.

FOR MORE INFORMATION AND UPDATES CHECK YOUR CITY TECH EMAIL FOR THE STUDENT LIFE & DEVELOPMENT GRADUATION ELECTRONIC NEWSLETTER OR CONTACT STUDENT LIFE & DEVELOPMENT BY PHONE: (718) 260-5391.

EMAIL: STUDENTLIFE@CITYTECH.CUNY.EDU OR STOP BY ROOM. G-516.