

**UNIVERSITY AT ALBANY**  
STATE UNIVERSITY OF NEW YORK

March 14, 2000

TO: All Faculty

I am pleased to send you the Commencement brochure for the 156<sup>th</sup> Commencement Ceremony for the University at Albany. It contains important information for both the Graduate and Undergraduate ceremonies.

Our Commencement exercises are important opportunities to celebrate the achievements and success of our graduates with their families and friends. Your presence at these major events will mean so much to them. Please plan to join us on Sunday, May 21.

Sincerely,

Karen R. Hitchcock  
President

## IMPORTANT DATES

- March 1** Bookstore begins taking orders for Ph.D. regalia rental for students and faculty.
- April 10-May 20** Bookstore sells bachelor and master regalia.
- April 20** Doctoral recipients for August and December 1999 and doctoral candidates for Spring 2000 must notify Linda Healey in the Office of Graduate Studies (442-3363; lhealey@uamail.albany.edu), of plans to attend Commencement.
- April 29** Last day to rent Ph.D. regalia without a late fee.
- May 1-5** Commencement tickets are available for undergraduates in CCB-25.
- May 12** Last day to rent Ph.D. caps and gowns through the University Bookstore. (Late fee charged after April 29.)
- May 15-May 20** Bookstore distributes Ph.D. rental regalia.
- May 31** Rental regalia to be returned to the Bookstore.

## QUESTIONS?

Ceremony	518/442-9079
Degree eligibility	
Undergraduate	518/442-5538
Graduate	518/442-3363
Caps/Gowns (Bookstore)	518/442-5695
Torch Night	518/442-5566
Disabled Access	518/442-5875



UNIVERSITY AT ALBANY  
STATE UNIVERSITY OF NEW YORK

Commencement Coordinator  
AD 236  
Albany, NY 12222

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# UNIVERSITY AT ALBANY

STATE UNIVERSITY OF NEW YORK

## 156th Commencement Ceremony 2000

Sunday, May 21

**Undergraduate Ceremony**  
10 a.m.  
Pepsi Arena

**Graduate Ceremony**  
2:30 p.m.  
Recreation &  
Convocation Center

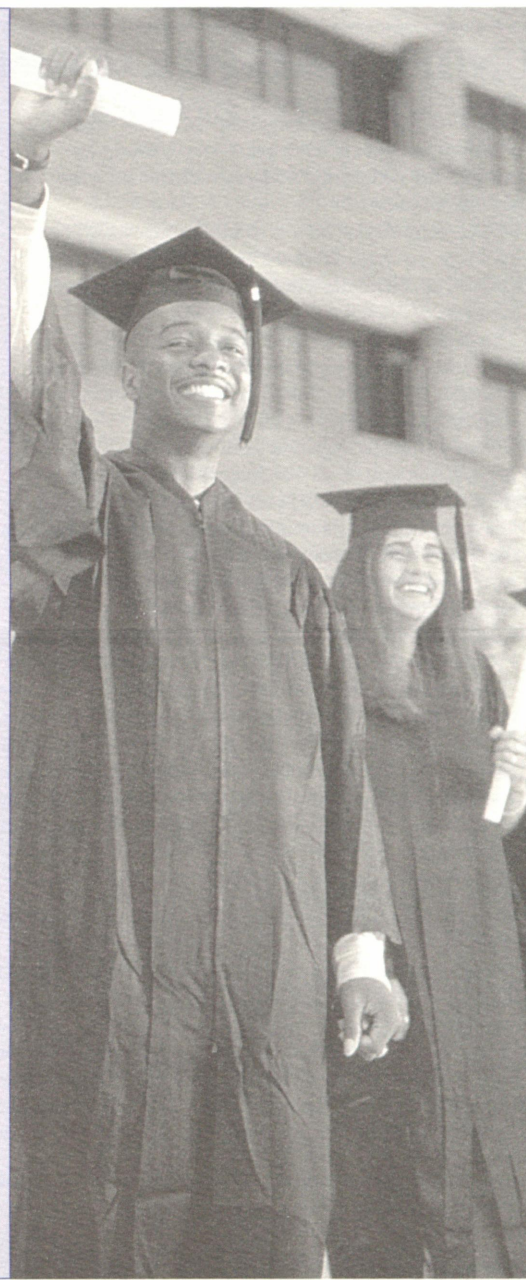
## COMMENCEMENT WEEKEND SCHEDULE

### Saturday, May 20, 2000

- **Torch Night Ceremony**, 9 p.m., Small Fountain-Campus Center Podium  
This heartwarming traditional ceremony has three exciting components:
  - The Class of 2000 will pass their "Torch of Knowledge" to a member of the Junior Class;
  - The Class of 2000 will present to the University President its Senior Gift;
  - The Alumni Association President will welcome the Class into the association and speak about their new role as alumni;Graduates should wear gowns (caps not necessary) and arrive by 8:30 p.m. Family and friends are welcome. A reception will follow in the Campus Center Extension (518/442-5566).

### Sunday, May 21, 2000

- **Undergraduate Commencement**, 10 a.m., Pepsi Arena  
Ceremony to confer all bachelor's degrees. **Graduates should arrive by 9:15 a.m. for assembly in the Exhibition Hall (Entrance on Beaver Street). The ceremony will begin promptly at 10 a.m. Participants must wear proper academic regalia and must have a Participant ticket.** Arena doors open to guests at 8:30 a.m. Parents and guests may enter at the Concourse level. All guests must have tickets (see Undergraduate Students Only section) and tickets will not be available at the door. Candidates will not be recognized individually. Information may be obtained by calling 518/442-9079.
- **Graduate Commencement**, 2:30 p.m., Recreation and Convocation Center (RACC)  
Ceremony to confer master's and doctoral degrees. **Tickets are NOT required for the Graduate Ceremony. Graduates should arrive by 1:30 p.m. for assembly in the first floor lobby of the Physical Education Building. Participants must wear academic regalia.** Each degree candidate will be recognized individually.
- **School/College Events**  
All graduates and family members and faculty are invited to the University for special receptions and recognition events in the following locations:
  - College of Arts and Sciences:** *Undergraduate reception immediately following the undergraduate ceremony in the University Art Museum; Graduate reception in the Library Gardens, immediately following the graduate ceremony*
  - Rockefeller College:** *Ten Broeck Courtyard, Dutch Quad, immediately following undergraduate ceremony*
  - School of Business:** *Business School Courtyard, immediately following undergraduate ceremony*
  - School of Education:** *Hall of Fame Room, RACC, immediately following the graduate ceremony*



## Undergraduate Students Only

### HOW TO OBTAIN COMMENCEMENT TICKETS

All graduates and guests must have a ticket in order to be admitted to the University's 156th Undergraduate Commencement exercise at the Pepsi Arena. All graduates and guests must understand that no exceptions can be made to this policy on Commencement Day.

Tickets will be given to those undergraduate students who meet the eligibility requirements to attend Commencement (explained in the Eligibility section in this brochure). Each eligible undergraduate will be given one (1) participant ticket and eight (8) guest tickets. Students should plan to give guest tickets to family IN ADVANCE of the ceremony. The area around the Pepsi Arena becomes very crowded preceding the ceremony and it may be impossible to locate family members at this time. **Tickets will not be available for pick-up on the day of the ceremony.**

#### To obtain tickets:

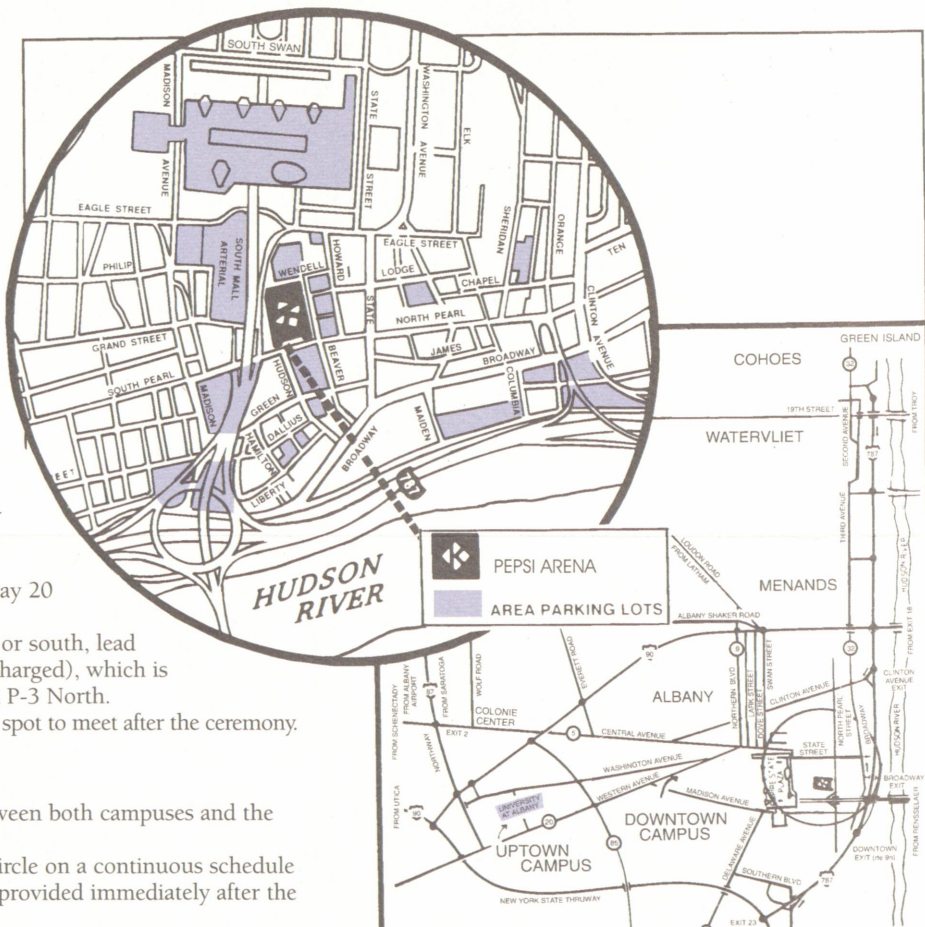
1. Students must meet graduation eligibility requirements.
2. Both participant and guest tickets will be distributed to eligible students in the Office of the Registrar, CC-B25 from May 1-5, 2000 from 9 a.m. - 5 p.m. Picture identification will be required. All undergraduate students wishing to attend Commencement must plan to pick up their tickets and other commencement related materials during this period.
3. Undergraduate degree recipients who graduated in August 1999 or December 1999 and who are unable to come to the Registrar's Office must request their tickets IN WRITING postmarked by May 5, 2000. Written ticket requests should include your student ID number (or social security number), daytime telephone number, and signature. Please mail or FAX your request to: University at Albany, Office of the Registrar, CC B25, Albany, NY 12222, attn: Commencement Tickets. The FAX number is: (518) 442-5532. Tickets will be sent to you by return mail, so please include the mailing address to which the tickets should be sent. **Tickets will not be available for pick-up on the day of the ceremony.**

## Graduate Students

Tickets will NOT be necessary for the Graduate Commencement ceremony at the Recreation and Convocation Center (RACC).

## UNDERGRADUATE COMMENCEMENT, 10 A.M. AT THE PEPSI ARENA

- All guests need a ticket to enter the arena. Plan to obtain guest tickets from your son or daughter prior to the ceremony. **Tickets will not be available at the door.**
- Guests should plan to arrive in downtown Albany by 9 a.m. so that they may be seated in the Arena by 10 a.m. The ceremony begins on time and ends by noon.
- The Pepsi Arena, located in downtown Albany, is accessible from Interstate-787. From the Thruway, take Exit 23 to 787 North; or Exit 24 to Interstate-90 East to I-787 South.
- To avoid traffic congestion in downtown Albany, we suggest that you study the map and plan your route.
- Avoid State and South Pearl Streets, where traffic is heavy and slow. The garages immediately adjacent to the Arena will fill early (by 9 a.m.).
- Access to several large parking garages and lots (fee charged) is available from the Clinton Avenue (Broadway) and Madison Avenue exits of I-787 southbound. From the south, take I-787 north and use the exit for "Downtown Albany", following the signs for "Broadway 20 west." From these lots, it is a short walk to the Arena.
- The Empire State Plaza exits, from I-787 either north or south, lead directly to a large state-operated parking garage (fee charged), which is connected to the Arena by a covered walkway at level P-3 North.
- Graduates and their parents should choose a designated spot to meet after the ceremony.

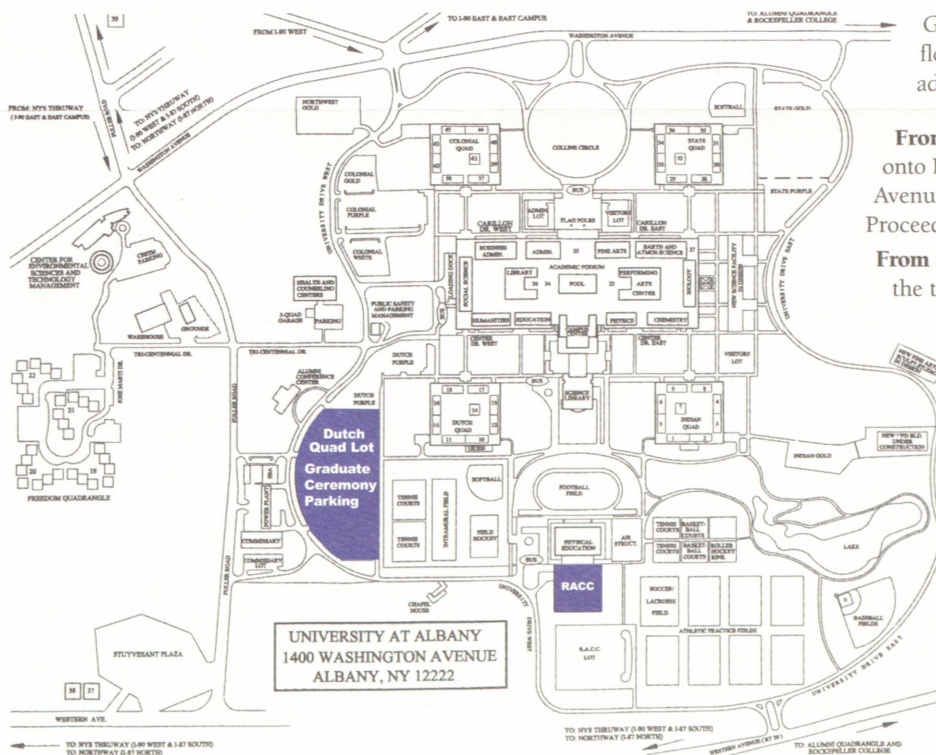


### Free University Shuttle Bus

The University will provide free bus transportation between both campuses and the Arena on Sunday, May 21, on the following schedule:

- From Uptown Campus: Buses will depart from the Circle on a continuous schedule between 8 and 10 a.m. Return transportation will be provided immediately after the ceremony.
- From Downtown Campus: Buses will depart from Draper Hall at Washington Avenue at 9, 9:15, and 9:30 a.m. and return immediately after the ceremony.
- In addition, Weekend Services are provided by CDTA routes 10, 11, and 12. This service is free to students with a valid ID card and visitors for \$1.00 per ride.

## GRADUATE COMMENCEMENT, 2:30 P.M. AT THE RECREATION AND CONVOCATION CENTER



Graduates should arrive at 1:30 p.m. for assembly in the first floor lobby of the Physical Education Building. Please allow adequate time to walk from the Dutch Quad parking lot.

**From the north:** Take the Northway (I-87) south to Exit 1E onto I-90 east (Albany/Boston), then Exit 2 (Washington Avenue) which leads right into the University at Albany. Proceed to the Dutch Quad parking lot.

**From the south:** Take the Thruway (I-87) north to Exit 24. After the tollbooths, go into I-90 east towards Boston to Exit 2 (Washington Avenue) which leads right into the University at Albany. Proceed to the Dutch Quad parking lot.

**From the east:** Take I-90 west (towards Buffalo) to Exit 2 (Fuller Road). Turn left onto Fuller Road then next left at Washington Avenue. The University at Albany will be on your right. Proceed to the Dutch Quad parking lot.

**From the west:** Take the Thruway (I-90) east to Exit 24. After the tollbooths, go onto I-90 east towards Boston to Exit 2 (Washington Avenue) which leads right into the University at Albany. Proceed to the Dutch Quad parking lot.

## ELIGIBILITY

All students who received degrees in August or December of 1999 and all candidates for degrees in May 2000 will have their degrees conferred at Commencement 2000 ceremonies.

**Undergraduate students must apply to graduate** through the Registrar's Office.

Undergraduates who demonstrate to the Office of the Registrar that they will complete all degree requirements and graduate in August 2000, may obtain tickets to participate in the May 21st Commencement.

The academic records of undergraduate students who have applied for Spring graduation are reviewed. Those candidates whose cumulative records and current courses do not appear to meet the requirements for the degree will be notified as quickly as possible to permit correction before Commencement.

**Graduate students must apply to graduate** through the Registrar's Office and **must complete all degree requirements by May** in order to participate.

Degrees are awarded after final clearance, pending the satisfactory completion of the final term of study and/or the fulfillment of all academic requirements. Candidates who fulfill all requirements for the degree may expect to receive their diplomas and final transcripts through the mail by late July. Candidates who have failed to complete all academic requirements by May or who have other matters requiring resolution will be notified in June.

The Registrar's Office will be happy to mail a Commencement program upon request to the August and December 1999 and May 2000 graduates whose names are listed therein but who are unable to attend the May ceremony. Requests should be made to the Registrar, Campus Center B-25, ATTN: Commencement Program.

## CAPS AND GOWNS

- Proper academic regalia is required to participate in Commencement.
- Bachelor's and master's regalia may be purchased at the Campus Bookstore in the Campus Center between Thursday, April 10 and Saturday, May 20, 2000.
- Doctoral regalia (rented, to be returned) may be ordered at the Bookstore beginning March 1, 2000. Orders placed after April 29 will incur an additional \$10 late processing fee. No orders can be accepted after May 12, 2000.
- The Bookstore phone no. is 518/442-5695.
- The Bookstore e-mail is [sm702@bncollege.com](mailto:sm702@bncollege.com), or visit our website at [www.bkstore.com/albany](http://www.bkstore.com/albany)
- Bookstore hours: Monday, 9:00am-6:00pm; Tuesday, 9:00am-5:30pm; Wednesday, 9:00am-5:30pm; Thursday, 9:00am-5:30pm; Friday, 9:00am-5:00pm; Saturday, 12:00pm-5:00pm.
- Distribution of rented doctoral regalia will be from Monday, May 15 through Saturday, May 20, 2000 at the Campus Bookstore. All rented regalia must be returned to the Bookstore by Wednesday, May 31, 2000.
- August and December 1999 graduates may reserve regalia by mail by writing to: University at Albany Bookstore, Campus Center Extension, 1400 Washington Avenue, Albany, NY 12222, Attention: Carol VanDenburgh. Or by sending requests via e-mail to [sm702@bncollege.com](mailto:sm702@bncollege.com)
- Please include your name, phone number, address, height, weight, and degree to be received from the University. Also please advise if the regalia should be sent to you or if you will pick it up at the Bookstore. All reservations must include a valid credit card number and expiration date.

### Charges for Academic Regalia

**Bachelor** (gown, hood, cap, tassel) purchase: \$48.98

**Master** (gown, hood, cap, tassel) purchase: \$52.98

**Ph.D.** (gown, hood, cap, tassel) rental: \$49.98

(\$10 late fee if ordered after April 29, 2000): \$59.98

The above prices do not include 8% sales tax.

***Congratulations and good luck to the Class of 2000 from the entire Bookstore staff!***

## ACCESS FOR DISABLED PERSONS

The Pepsi Arena and the Recreation and Convocation Center are easily accessible to all guests. Restrooms, telephones, and drinking fountains are accessible.

A ramp at the southeast corner of the Pepsi Arena (South Pearl and Hudson Streets) affords access to an exterior elevator that travels to the concourse (seating) level. There is also a direct entrance to the concourse level from the Pepsi Arena parking garage. An elevator connects each floor of the Arena parking garage. Wheelchair users and persons with mobility impairments may use this elevator to enter and exit.

The RACC front entrance provides parking and access for wheelchair users.

A signer will be provided at both ceremonies. Hearing impaired guests who wish seating in close proximity to the signer or guests requiring wheelchair access and/or special seating should contact Clarence McNeill, Department of Residential Life, State Quadrangle U-Lounge, University at Albany, Albany, New York 12222 (518/442-5875) by April 28, 2000.

Disabled students who plan to participate in Commencement ceremonies should contact the Office of Disabled Student Services (518/442-5490) well in advance so arrangements may be made.

## ALCOHOL POLICY

Both the University at Albany and the Pepsi Arena request the cooperation of all participants and visitors in complying with the policy prohibiting alcoholic beverages at the Commencement ceremony at the Pepsi Arena and the Recreation and Convocation Center (RACC).

Staff will enforce a strict no-alcohol policy at the doors of the Arena and the RACC. No one with alcoholic beverages will be allowed to enter or participate in the ceremonies.

We ask the cooperation of participants and guests in complying with the policy.

## Alumni Association class of 2000 Special Membership Offer!

As you embark upon your new role as a member of the vast network of over 100,000 University at Albany alumni, please accept our heartiest congratulations in recognition of your accomplishment! We are also pleased to present you with a complimentary one-year membership in the University at Albany Alumni Association. You need only to complete the form on this page and return it to us at the address indicated. Soon after graduation you will receive a special wallet-sized membership card that will not expire until July 31, 2001.

Staying connected to the University at Albany Alumni Association will assure that you receive the Albany magazine and other programs, services and benefits such as information on the Career Advisory Network, access to the UAlbany On-Line Community (which includes a permanent e-mail service) and discounts on our alumni collection of merchandise. We also have several active alumni constituent groups (The School of Business, The School of Education, Albany Crew and the UAlbany Lawyers' Association) that you may be interested in learning more about.

Please complete the form below and send it to:

### University at Albany Alumni Association

Alumni House  
Albany, NY 12222-0001

For more information please call us at 518-442-3080 or visit us at [albany.edu/alumni.index.html](http://albany.edu/alumni.index.html)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Thank You! \*This one-time offer is good until 10-31-2000.**