



Russell Sage College Commencement 2024

Important Information for Graduates and Guests

Tasks to be Completed BEFORE Commencement

- Obtain your Academic Regalia** - All graduates must wear academic regalia (Cap, Gown, Tassel, Hood)
 * **Grads can pick up regalia ordered online or purchase new regalia items through the campus bookstores** Monday-Friday (hours listed below). Go to the [Herff Jones website](#) to check the status of an online order with home delivery. Contact the Bookstores directly with any questions.
ALBANY BOOKSTORE:
 Mon-Thurs, 9AM-4PM and Fri, 9AM-3PM
 41 Union Drive | Gozzo Student Ctr (Albany College of Pharmacy)
 518-694-7378
TROY BOOKSTORE:
 Mon-Fri, 10AM-4PM
 51 Congress Street
 518-274-0199
- Verify that Your Academic Regalia is Correct.** Bachelor's and Master's caps and gowns are black; doctoral gowns are green with a black tam and gold tassel. The inner lining of the hood for all graduates should be green and white (Sage's colors) and the velvet trim on the hood should correspond with your degree per this [chart](#). You can swap out items in the Bookstores, if needed. Check out these online videos to learn how to wear your [Bachelor's](#), [Master's](#), and [Doctoral](#) regalia. (*Bachelor's students can click on the master's link to see how to wear your hood.*)
- Pick Up Honor Cords** (if eligible). Undergraduate May 2024 graduates who meet criteria for [Latin Honors](#) will be emailed around May 8 with instructions to pick up gold honor cords from the registrar's office. Graduate Broughton Fellows will pick up their blue cords from the Troy Student Life Office. Some other departments may make their own arrangements to distribute honor cords and stoles. (These are typically just for undergraduates.)
- Complete the Online [Exit Survey](#).** Tell us about your post-graduation plans through Handshake and be entered to win 1 of 5 \$50 Amazon gift cards. Need help? [Make an appointment with the Career & Self-Discovery Center](#) before you go!
- Attend the (optional) Graduation Info Session** on [Zoom](#) on **May 9th at 4PM** (or view the video after the session).
- Reach out with any questions.** Continue to check email often for updates regarding commencement and be sure to

Commencement : Saturday, May 11, 2024 at [MVP Arena](#) in Albany

Graduates arrive for Line-up: 5:00PM & Ceremony begins at: 6:00PM

Graduates and guests should arrive early to allow time for parking and security check.

- **Doors to the Arena will open at 4:30PM.** Guests who arrive before this time will need to wait in line outside the Arena. **No tickets are required** and there is no guests limit for the ceremony. There is no reserved seating. All seating, including space for wheelchairs, will be available on a first-come, first-served basis.
- MVP Security will check all bags upon entry. **Prohibited items: alcohol, all smoking/tobacco products, backpacks, coolers, large signs, confetti canons, outside food/drink.**
- **Concessions will be open before and during the ceremony,** and will close about an hour before the conclusion of the event. Grads won't be able to access this from where you're seated, so make sure you eat before the ceremony!
- **Graduates must check in through the Beaver St. entrance.** Guests will not be permitted entry here. **Guests must enter through the South Pearl or Market Street entrances or via the Concourse level of the Parking Garage.**
- Grads are encouraged to **wear comfortable shoes** as you will be standing in line for the procession for close to an hour.
- Flowers and other gifts will be available for purchase in the Atrium.
- Out of respect for all graduates, **all must remain for the entire ceremony.** The ceremony should last about 2.5 hours.

Parking & Accessibility

* Information *

- We highly recommend parking in the garage located directly behind the MVP Arena, which provides direct, covered access to this building on the Concourse level at a reduced rate of \$5 for this event. Entry to this garage is directly off of Market St., just before you reach Eagle St.
- On-street parking is available around the [MVP Arena](#), along with several small parking lots with variable rates, including:
 * Go to [parkalbany.com](#) for more options.
- Guests with mobility impairments are encouraged to use a wheelchair to navigate the large Arena. There will be space reserved for wheelchairs on a first-come, first served basis on the top tier of the Concourse level. Sage staff will be on hand to point guests toward available seating, but guests will need to be able to navigate the space on their own and are encouraged to arrive by 5 PM.
- Those who arrive after the concourse level spaces are filled may be directed to additional accessibility seating after the ceremony begins.



MAKE A DAY OF IT! - Visit Campus during the day for photos with friends & Family!

Take pics **BEFORE** the ceremony with loved ones to mark this momentous occasion. (It will be late by the time the ceremony ends.) The Opalka Gallery will be open from 12 to 5 PM for you to explore, too.

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Graduate Check-In, Procession, and Degree Conferral

Graduate Check-In:

- Graduate check-in opens at 4:30 at the Beaver St. entrance and all grads should arrive no later than 5:00 PM. The entrance procession will begin promptly at 6:00 PM and grads will not be permitted entry to the Arena floor after this.
- At check-in, grads will receive a **NAME CARD**. This is the card you will hand to the Dean before crossing the stage to receive your degree. It will contain your row and seat number and your position in the procession line.
- Once you check in, you will be directed to stand on a specific number label on a green, blue, or gold colored ribbon taped to the floor in 2 lines. Graduates will line up by school/degree level in a designated order and you should not move from these positions after 5:15 to ensure you will end up in your assigned seat.
- Only those wearing full academic regalia (cap, gown, hood) may participate. Undergrad tassels start on the right and will be moved to the left during the ceremony when prompted. Graduate tassels begin and remain on the left. Faculty and Student Marshals will lead graduates onto the floor of the Arena. Graduates will split off and enter the rows from the outside. (See diagram at right.)

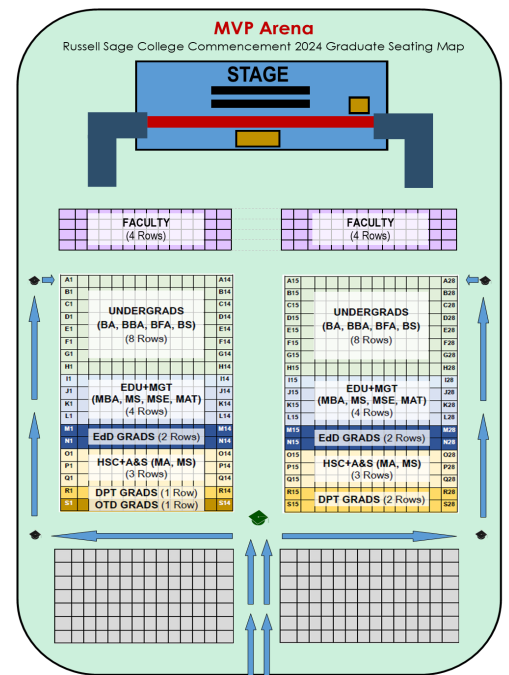
Degree Conferral:

- After the Commencement Address by Tania León, **Pres. Ames will announce the conferral of degrees.** The RSC Dean & Asst. Provosts will invite graduates (by school/degree level) to “**please rise, come forward, and approach the stage.**” At this prompt, all graduates in the named school/degree level will rise and file out row by row to the right and approach the entrance ramp to the stage. Graduates will need to bring their **Name Cards** forward to hand to the staff member at the top of the ramp. Graduates will be called in this order:
 - All **Undergraduates**
 - All Master’s and Advanced Certificates from **School of Management and School of Education**; then, EdD Graduates
 - All Master’s and Post-Master’s Certificates from **Schools of Health Sciences and Arts & Sciences**; then DPT and OTD Graduates
- Bachelor’s and Master’s graduates wear their hoods, but Doctoral students carry them in draped over their **RIGHT** arm. [Click [here](#) to view video from a prior commencement ceremony. Doctoral hooding can be viewed at 1hr 42min (EdD), 2hr 13 min (DPT), 2hr 23 min (OTD)]
- At the top of the ramp, graduates will **hand their name card to a staff member**, who will then hand it to the dean/asst. provost. Students should wait until their complete name is called before they begin crossing the stage. Pres. Ames will hand you your diploma, but *will not shake hands*. Instead, be prepared to pose for the photographer.
- **Continue across the stage and exit via the ramp.** At the bottom of the ramp, another photographer will take your picture before the President of the Alumnae/i Association hands you your Alumni pin; then, you return to your original seat.
- On stage, **graduates will be handed diploma cases** (not diplomas). May 2024 grads will receive their diplomas in the mail by the end of June.
- Photographers from **Genesee Photo will take your photo** as you walk across and exit the stage. They will contact you directly with info about ordering these photos. These are typically posted online within a few days of the ceremony.
- At the end of the ceremony, members of the Stage Party will exit the stage and process down the center aisle, followed by the Sage Faculty. Then, **graduates will process out of the Arena through the center aisle, starting with Row A and ending with Row S.** Student marshals will be there to lead you to the back of the Arena through the faculty who will be eager to celebrate you.
- Be sure to **pre-plan a location to meet your family after the ceremony.** Grads will exit the Arena via Beaver St. and guests will exit on South Pearl St. or through the parking garage. You will not be able to re-enter the Arena so pick a meeting place in advance to make things easier.

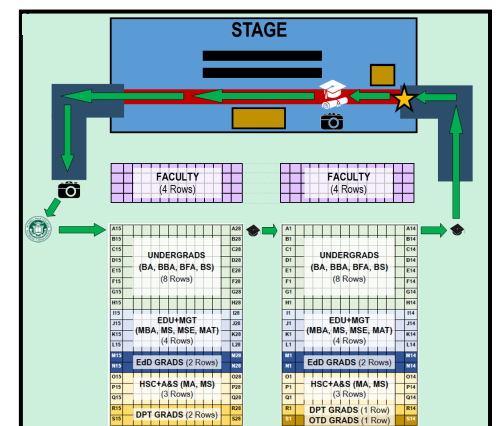
Sample Graduate Name Card



Graduate Procession



Degree Conferral



ROW LEADERS

Grads in seats #14 and #15 are in the **INSIDE AISLE** and must start a **NEW ROW**. Your Grad Name Cards will have this label on the back as a reminder.

NEW ROW

MVP Arena 51 S Pearl St, Albany

Russell Sage College Commencement May 11, 2024 | 6 PM

- * Guests enter via Parking Garage Concourse Level or Arena Atrium starting at 4:30 PM.
- * Grads enter via Beaver St. for Check-in and Procession Line-up by 5:00 PM.

MVP Parking Garage (\$5)

Entry to this garage is directly off of Market Street, just before you reach Eagle Street.

GUEST ENTRANCE

Guest Seating (tiered w/ steps) is accessible via the Concourse Level (3) of the Arena. Guests with should enter through Parking Garage or S. Pearl St. entrance. Elevators & escalators are available in the Arena Atrium.

Market Street

Beaver Street

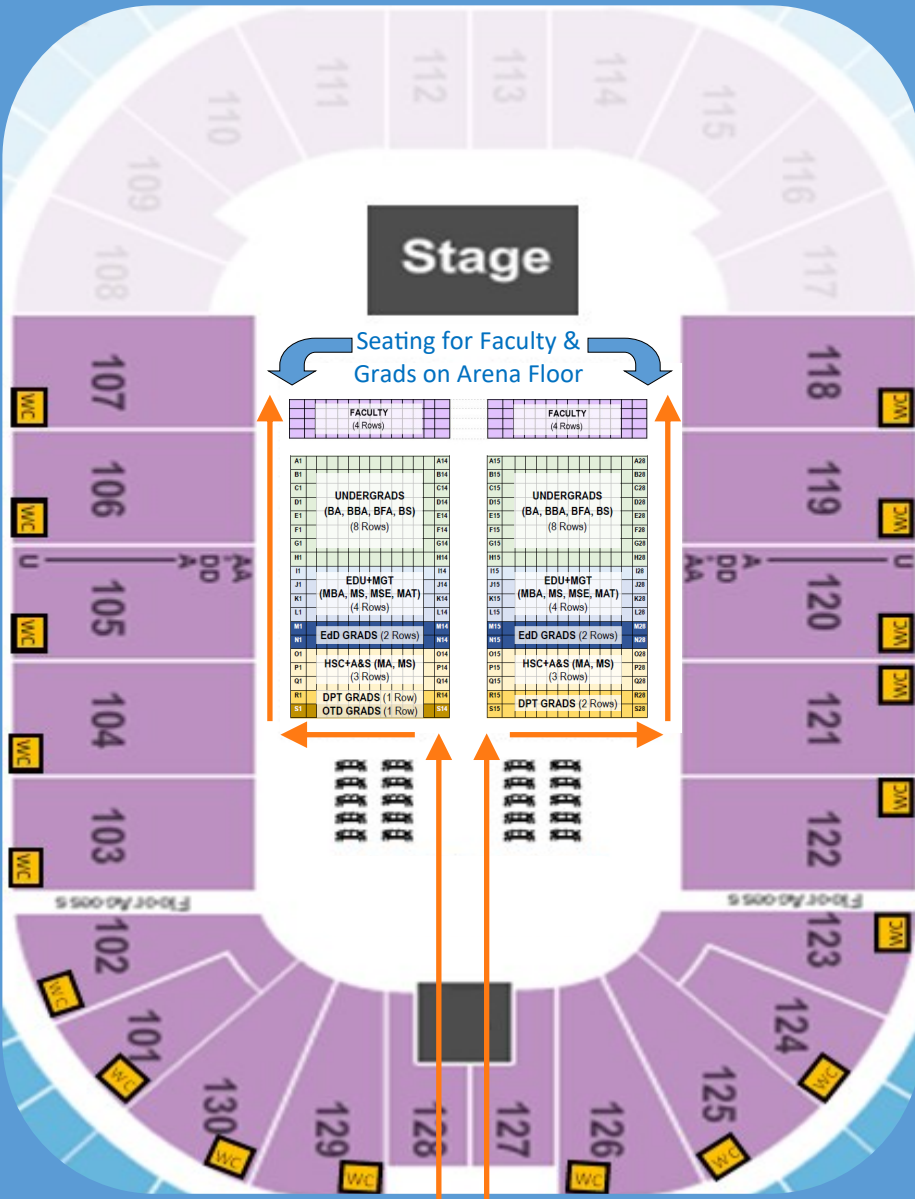
Graduates will Check In and Line Up HERE by School in assigned order in 2 Lines for Graduate Procession

GRAD ENTRANCE

Stage Party & Faculty Line Up HERE for Procession

Stage

Seating for Faculty & Grads on Arena Floor



WC Available Space for Guest in Wheelchair (Accessible via Concourse Level)

E Elevator/Escalators provide guest access to Concourse seating level.

E

MVP Arena Atrium

South Pearl Street



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Important Information for Graduates and Guests

Overview of MVP Arena | Graduate and Guest Entrances



Check out Important Info

including links to the commencement webcast & videos about how to wear regalia at:

[Sage.edu/commencement](https://sage.edu/commencement)

View the Ceremony Livestream from the [Sage Commencement Microsite](#)

Reach out to the Student Life Office with Questions

deanofstudents@sage.edu

