Dear (First Name):

There is considerable detail in planning Commencement, and your cooperation is needed to provide a memorable occasion for participants and guests. Please read all of the information so that you are informed of plans thus far.

It is your responsibility to notify the University of your Intent to graduate by completing the online graduation application. Failure to complete the application promptly can result in a delay in both degree posting and diploma ordering. It can also result in your name being omitted from the commencement program and other commencement lists.

**GRADUATION APPLICATION - Must be completed by March 15, 2020**

Based on your anticipated graduation date of Spring 2020, you are eligible to participate in one of the commencement ceremonies. You have the option of choosing a spring graduation date or if you are not graduating at all in 2019-2020, choose “I will not be graduating”.

**How do you complete the online graduation application?**

1. Log into myCU

2. You will automatically be directed to complete the Graduation Application or can access the application on your Task & Holds tile.

3. Please read all instructions carefully and complete the application. Once you have completed the application and press OK, a confirmation email will be sent.

**Review your Academic Advisement Report - How to view academic advisement report**

Completing the online graduation application does NOT mean you are officially on the graduation list. Review you academic advisement report and resolve any discrepancies indicated with your academic department. Your academic department will verify that you have met degree requirements and notify Student Administrative Services.

**CEREMONY PARTICIPATION**

Clarkson University holds two main annual Graduate Commencement ceremonies in May (Potsdam, NY) and June (near Schenectady, NY). Full regalia (cap and gown) are required for both ceremonies.

**June Commencement Ceremony – Friday, June 12, 2020, 6 p.m.**
**Palace Theatre, 19 Clinton Avenue, Albany, NY**

Information regarding the Palace Theatre can be found at [https://www.palacealbany.org/visit/directions-parking](https://www.palacealbany.org/visit/directions-parking).
Commencement Tickets

There are no physical tickets for this ceremony. Graduates can invite as many guests as they wish.

Order your Cap and Gown for June Ceremony – *By Thursday, April 16, 2020*

All cap and gowns must be ordered online through Jostens by Thursday, April 16, 2020. Your pre-ordered cap and gown will be available for pick up at the Capital Region Campus (Main Office) June 8-11, 2020 between the hours of 8am-4pm. Payment due at time of order. If you are unable to pick up your regalia before the ceremony, you can pick it up upon your arrival at the Palace Theatre on June 12.

Master Degree Candidates - $67.28  (includes cap, gown, hood*, tassel)

*A Hood is required for all Master Degree Candidates

Questions regarding your regalia should be directed to events@clarkson.edu.

Commencement Rehearsal

There is no rehearsal for the June ceremony. You must arrive at the Palace by 5:15pm on June 12, 2020 and line up on the mezzanine level for the procession.

Commencement Exercises Timeline – Friday, June 12

5:15pm  Students and Faculty line up – Mezzanine level of the Palace Theatre

5:50pm  Procession Starts

6:00pm  Commencement

7:30pm  Recessional

Directly after the Recessional – Reception in Lobby area

Further details on the June Commencement will be sent to you late May. If at any time you change your mind regarding your participation, please email commencement@clarkson.edu promptly.

Check out the Commencement website for more information on the Commencement Ceremonies. For questions, please email commencement@clarkson.edu.

We look forward to recognizing your accomplishments in June!

Sincerely,

Kerop D. Janoyan, PhD, PE
Dean of the Graduate School
Clarkson University