

COMMENCEMENT GUIDE FOR FACULTY

This Commencement Guide provides helpful details about your participation in the commencement ceremony. This year marks the 57th ceremony for John Jay College of Criminal Justice. The ceremony will be held on Tuesday, May 28, 2024 at 3:30pm at Barclays Center, located at 620 Atlantic Ave, Brooklyn, NY 11217. Faculty should arrive by 2:00pm, which is when doors will open.

FACULTY Please enter through the QATAR AIRWAYS VIP ENTRANCE, in the northwest corner of the arena on Atlantic Avenue. There will be directional assistants to guide you to the faculty robing area. Please refer to the Barclays map on page 3 for the Qatar Airways VIP Entrance.

GETTING THERE

By Subway - Take the 2, 3, 4, 5, B, D, N, Q, or R trains to Atlantic Terminal-Barclays Center Station. This stop is located at Atlantic Avenue and Flatbush Avenue. You can also take the C train to Lafayette Avenue Station located at Fulton Street and South Portland Avenue or the G train to Fulton Street Station, located on Fulton Street and Fort Greene Place.

By Long Island Rail Road - Barclays Center coordinates subway/rail service with the MTA and LIRR. Please visit <http://web.mta.info/lirr/Timetable/> and <https://new.mta.info/agency/long-island-rail-road> for more information.

PARKING

Please note that Barclays Center DOES NOT own or operate any garages. There are multiple independently owned and operated parking garages in the nearby vicinity. To avoid traffic congestion and delays, it is highly recommended that attendees use public transit.

ARRIVAL TIME

Please arrive by 2:00pm for the ceremony, which is when doors will open. Only one ceremony is being hosted for all graduating students. There will be light refreshments for faculty provided at Barclays.

CONFIRM YOUR ATTENDANCE - FACULTY

Full-time faculty members are expected to attend commencement; part-time faculty members are encouraged to attend. RSVP here (<https://forms.gle/P3k3fnyxodPGqLbUA>) or please email commencement@jjay.cuny.edu indicating your attendance **by the May 20th deadline**, so that the appropriate seating arrangements on stage can be made. Failure to RSVP could mean that there are not enough seats on stage. Please help us to avoid this.

FACULTY WITH SPECIAL NEEDS

Any faculty person with special needs, who will require assistance on the day of commencement, must contact Keisha Pottinger-Moore in Human Resources at 212-484-1152 or kpottingermoore@jjay.cuny.edu. For instance, there are stairs to navigate in order to reach the stage. It is important to make any request for assistance ***in advance*** of commencement day, as we cannot guarantee sufficient support otherwise.

FACULTY REGALIA

You must wear the appropriate academic regalia if you plan to be part of the procession and be seated on the stage. Oak Hall Cap & Gown is John Jay College's exclusive vendor. Orders are placed online and will be delivered to the Provost's Office. You will be notified when your regalia arrives. Once notified, *please pick up your gown from the Provost's office (621HH) ASAP* to ensure you have it on the day of commencement.

The College covers the expense of regalia rentals for full-time faculty ONLY. The deadline to order was **April 15, 2024**. If you did not order by the deadline, you will be responsible for the rental charge and/or you may not be able to participate in the procession, as late orders may not arrive on time.

THERE WILL BE NO RENTING OF ACADEMIC ATTIRE ON COMMENCEMENT DAY. ALL ORDERS MUST BE DONE IN ADVANCE.

Regalia will be collected by Maribel Perez and her team at the Barclays Center following the ceremony. If you have questions or concerns, email commencement@jjay.cuny.edu.

CEREMONY ETIQUETTE

Please note that the ceremony is recorded and live streamed. Refrain from grading papers, using headphones, reading, or doing any activities that distract from the ceremony. If you have questions, please direct them to commencement@jjay.cuny.edu.

Map of entrance for faculty into Barclays Center

