DEAR GRADUATION CANDIDATE...
This pamphlet will be your guide through the various steps leading to commencement and should answer most of your questions. Please read all the enclosed forms carefully and return them either by mail, using the enclosed pre-paid envelope, or in person to the Campus Activities Office, 8th floor, 41 Park Row. All forms must be returned by March 3, 2004.

If you require more specific information regarding commencement, feel free to contact the commencement coordinator:
Danny Holmgren, Campus Activities Office
41 Park Row
(212) 346-1271 or
www.pace.edu/campusactivities

TIME AND PLACE OF COMMENCEMENT
Commencement is scheduled for Tuesday, May 25, 2004, at Radio City Music Hall, 50th Street and Sixth Avenue, New York. The exercises will begin at 10:30 a.m. Graduates must report for robing and formation of the line of march by 9:30 a.m.

ELIGIBLE TO ATTEND
Students who expect to receive degrees in January, June, and September 2004 are welcome to participate. NO EXCEPTIONS WILL BE MADE.

ACADEMIC ATTIRE
Academic attire consisting of a cap, gown, and hood will be distributed to all graduates participating in the exercises at Radio City Music Hall. Only those graduates participating in academic attire will receive tickets for the exercises.

To order your cap, gown, and hood, complete the enclosed measurement card. Please be sure all the correct information is included. You do not need to include your cap size—one size fits all. All orders must be received by March 3, 2004. Orders received after this date will be assessed a late fee, as caps and gowns must be specially ordered.

Caps and gowns will be distributed in the Student Union, Level B of the Pace Plaza Building, as follows:
Tuesday, April 20, 11 a.m.-7 p.m.
Wednesday, April 21, 11 a.m.-7 p.m.

TICKETS AND INVITATIONS
Graduates will receive five engraved invitations for their personal use in inviting guests or to keep as a souvenir. These engraved invitations are not tickets of admission. Each graduate will receive four tickets for his/her guests. You will not need a ticket for yourself.

Tickets and invitations will be distributed on the same days as caps and gowns (see section on academic attire).

If you are unable to pick up your tickets on any of the scheduled dates, we ask that you have a family member or a friend pick them up for you. The person you send must present your Pace I.D. and a letter of authorization signed by you. If your ticket packet is not picked up by April 21, you forfeit your entitlement to all tickets.

A lottery for extra tickets, if there are any, will be conducted after all tickets have been distributed to the graduating seniors. Lottery applications will be available during the distribution of caps and gowns. Participation in the lottery does not guarantee that you will receive any extra tickets.

STUDENT COMMENCEMENT SPEAKER AND SINGER
A student speaker will be chosen from among the candidates for undergraduate degrees who apply for this honor. Speeches are to be approximately three to four minutes in length (about 400 to 750 words depending on rate). If you are interested in applying to be the commencement speaker, please contact Ms. Mary Stambaugh in the Communication Studies Department, (212) 346-1510 by March 5, 2004.

If you are interested in auditioning for singing the National Anthem for commencement 2004, please contact the Dean for Students Office, (212) 346-1306, located at 41 Park Row, to
arrange an appointment. Auditions will begin in early March. Look for postings for details or contact the dean's office.

ASSISTANCE AT GRADUATION
If you or any of your guests are disabled and will need special arrangements made, please contact the commencement coordinator on your campus.

DIPLOMAS
Diploma distribution for June 2004 candidates, who have completed all academic requirements and have no outstanding University "holds," will begin on June 14 and continue through July 2. Diplomas will be available on the candidates' home campus, during regular office hours. Diplomas not picked up by the close of business on July 2 will be mailed beginning July 5, 2004. For additional information, please refer to the "Notice to Candidates" letter.

ALCOHOL POLICY FOR COMMENCEMENT
It is a violation of University policy for anyone to possess or consume any alcoholic beverage during any part of the commencement program.

It is also the policy of Radio City Music Hall that alcoholic beverages of any kind are not allowed to be carried into their facility.

A violation of this policy may disqualify a graduate from participation in the commencement program.

FURTHER INFORMATION
A reminder card will be sent to you in April regarding tickets, caps, and gowns. Instructions for the actual ceremony will be given to you when you collect your cap and gown.

Once again, if you need any further information regarding the exercises, please do not hesitate to contact the commencement coordinator on your campus.

THE FORMS CONTAINED IN THIS PACKET ARE AS FOLLOWS:
Commencement Brochure
Cap and Gown Order Form
Response Card
Spouse/Parent Certificate Request
Business Reply Envelope

REMINDER LIST
- Order cap and gown by March 3, 2004
- Caps, gowns, and tickets will be distributed in the Student Union, Level B on:
  Tuesday, April 20, 11 a.m.–7 p.m.
  Wednesday, April 21, 11 a.m.–7 p.m.