Kate Gleason College of Engineering (KGCOE)  
Commencement Newsletter 2018

**ACADEMIC CONVOCATION - Friday, May 11, 10:00 a.m.** Gordon Field House and Activities Center  
Academic Convocation is a university celebration of graduates from all nine RIT colleges, the School of Individualized Study, and the Golisano Institute for Sustainability. The program features remarks by RIT President David C. Munson, Jr., undergraduate student delegate speaker, Ms. Ethelia Lung (CIAS), graduate student delegate speaker, Ms. Susan Wiley (GIS) and the 2018 Commencement Speaker. Ph.D. candidates will be hooded at this ceremony. The Convocation will last about 2 hours.

- **Line-up is at 9:00 a.m.,** lower level of the Field House and the Student Life Center (HAC). Look for the **ORANGE** balloons for KGCOE line-up location.
- Wear your cap and gown.
- Allow extra travel time and check the RIT Bus Schedules.
- Do not bring or plan to leave valuables as the line-up area is not secure.
- With the exception of Ph.D. candidates, students do not walk across the stage at this event.
- Tickets are not required and there is no limit to the number of guests who may attend.
- **Overflow guest seating is available in the Gene Polisseni Center where the ceremony will be live streamed.**

**KGCOE Commencement Ceremonies**

**Order of the Engineer Ceremony**  
Friday, May 11, 2:30-4:00 p.m.  
Clark Gymnasium (CLK)

**KGCOE Commencement**  
Saturday, May 12, 9:00 a.m.-11:30 a.m.  
Line-up is at 8:00 a.m.

- Wear your cap and gown. Allow extra travel time and check the RIT Bus Schedules.
- Line-up locations are **not** secure. Do not plan to leave valuables, purses, cell phones, etc. in any line-up location. Do not leave personal items on your chair when you go on stage. You may not return to the same seat.
- **Each graduate will be individually introduced and recognized at this ceremony.** Please be respectful of your fellow graduates and their guests by returning to your seat after you cross the stage, remaining seated until the ceremony ends, and turning off electronic devices. Tickets are not required for this ceremony and there is no limit to the number of guests who may attend. The ceremony will be live streamed via the Commencement website.
<table>
<thead>
<tr>
<th>Department</th>
<th>Date/Time/Location</th>
<th>Menu</th>
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<tbody>
<tr>
<td>Biomedical Engineering</td>
<td>Friday, May 11 12:00-2:00 p.m.</td>
<td>Turkey, chicken salad, and tuna salad sandwiches on croissants and brioche rolls; Chilled roasted vegetables with sun-dried tomato spread on croissants; Brown rice and apple salad; Baby spinach and strawberry salad with poppy seed dressing; Fresh fruit salad; Home-style cookies; Beverages</td>
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<td>University Gallery, Room 2765 (BOO)</td>
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<td>Chemical Engineering</td>
<td>Friday, May 11 12:30-2:00 p.m.</td>
<td>Cheeseboard and Hummus with Crostini and Crackers, Roasted Grilled Vegetables, Cubed Fruit with Honey Yogurt Sauce, Chilled Tortellini Vegetarian Antipasto, Caesar Salad, Assorted Mini Sandwiches, Cookies &amp; Brownies &amp; “Take Away” snacks, Fruit Punch, Water, Lemonade</td>
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<td>1st floor lobby, Institute Hall (INA)</td>
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<tr>
<td>Computer Engineering</td>
<td>Friday, May 11 12:00-2:00 p.m.</td>
<td>Cheeseboard and Hummus with Crostini and Crackers, Roasted Grilled Vegetables, Cubed Fruit with Honey Yogurt Sauce, Chilled Tortellini Vegetarian Antipasto, Caesar Salad, Assorted Mini Sandwiches, Cookies &amp; Brownies &amp; “Take Away” snacks, Fruit Punch, Water, Lemonade</td>
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<td>1st floor James E. Gleason Hall (GLE), Erdle Commons</td>
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<tr>
<td>Electrical, Microelectronic, Microsystems Engineering</td>
<td>Saturday, May 12 11:45 a.m.-1:30 p.m.</td>
<td>Deli meat sandwiches and hummus sandwiches, Pasta Salad, Potato Chips, Fresh Fruit Salad, Cookies, Beverages</td>
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<td>George H. Clark Gymnasium (CLK)</td>
<td>Seating available.</td>
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<td>Industrial &amp; Systems/Product Development &amp; Manufacturing Leadership Reception</td>
<td>Friday, May 11 12:30-2:00 p.m. 4th floor, James Gleason Hall (GLE)</td>
<td>Cheeseboard and Hummus with Crostini and Crackers, Roasted Grilled Vegetables, Cubed Fruit with Honey Yogurt Sauce, Chilled Tortellini Vegetarian Antipasto, Caesar Salad, Assorted Mini Sandwiches, Cookies &amp; Brownies &amp; “Take Away” snacks, Fruit Punch, Water, Lemonade</td>
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<tr>
<td>Mechanical Engineering &amp; Ph.D. in Engineering</td>
<td>Saturday, May 12 12:00 -1:30 p.m.</td>
<td>hot carved turkey, sautéed garlic green beans tossed in olive oil with roasted potatoes; French toast sticks, sausage, scramble eggs and home fries; hot rolls with butter; sliced fruit and cheese</td>
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<td>Grace Watson Hall, Gracie’s (GWH)</td>
<td>Seating available.</td>
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Undergraduate and Master’s Degree Candidates

- There is **no charge** for the regalia and it is **yours to keep or recycle** (undergraduate and master’s level students only). **You do not need to place an order or be measured.**
- **Pick up your regalia between Monday, April 23 and Saturday, May 12, 2018** at the Textbook Information desk on the 2nd floor of the college bookstore, **Barnes & Noble @ RIT** during store hours - Monday - Saturday, 9 a.m.-8 p.m. and Sunday, 11 a.m.-5 p.m.
- If you cannot pick up your regalia, a friend or relative may do so for you. They will need to know:
  - your first and last name | height and approximate weight
  - college you are graduating from (i.e. KGCOE)
  - type of degree you are receiving (i.e. bachelor’s, or master's)
  - **Undergraduates only:** if you are graduating with academic honors (cum laude, magna cum laude, and summa cum laude). Note: this is different from being in the RIT Honors Program.
- All cords, stoles, and sashes representing anything other than academic honors are distributed through the awarding department or organization, e.g. Study Abroad stoles are ordered from the RIT Global Offices.
- **If you are not in the Rochester area**, contact the bookstore at regalia@rit.edu to arrange for shipping.
  Your order must be received **no later than Friday, April 27, 2018 to ensure it arrives in time for graduation.**
- There is **no charge** for the regalia; however, there is a shipping fee of $8.10 to ship to the lower 48 states. (Shipping outside the lower 48 will need a price quote.)
- A bookstore staff member will be at every line up to assist graduating students with their regalia and you can check out these how-to videos for **bachelor’s and master’s** graduates.

Ph.D. Candidates

**Order regalia online** (RIT login required). Questions? Email regalia@rit.edu.

- **March 9, 2018:** last day to order cap, gown and/or hood. RIT’s Ph.D. regalia is custom made and we **cannot guarantee any orders placed after this date.** After March 9th, contact your advisor.
- **Pick up regalia:** **Monday, April 30 - Saturday, May 12, 2018;** regalia will be distributed from the **Textbook Information Desk** on the 2nd floor of the bookstore, **Barnes and Noble@RIT**, during store hours. **We do not ship the Ph.D. gowns and tams.**
- RIT has its own, university specific, doctoral regalia. RIT pays for your rental, however you are responsible for any damages and/or replacement costs. **Ph.D. candidates may keep their hood, however Ph.D. gowns and tams are on loan.**
- A bookstore staff member will be at every line up to assist graduating students with their regalia and you can check out this how-to video for **Ph.D.** candidates.

Options for returning your regalia:

- **Easiest:** return regalia after your last ceremony at the following locations:
  - Gordon Field House: Student Life Center (adjacent to the Field House), room 1320
  - Gene Polisseni Center: Tables in the east hallway (near the Team Store, across from the concessions
- **Alternate:** If you want to have professional pictures taken in your regalia, you may also return during store hours. **Rented regalia must be returned no later than 7:30 p.m. Wednesday May 16, 2018.**
- If you are unable to return your regalia in person, a friend or relative may do it for you. However, you will be financially responsible for rented regalia that is returned damaged or is not returned at all.
- Do not iron your regalia as this will damage the velvet. We recommend using a steamer.

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Commencement Info: http://rit.edu/commencement
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**Apply for Graduation!**

You must “Apply for Graduation” in the Student Information System (SIS). This will initiate the review of your academic record for certification. You can’t graduate without this!

If you want your name to appear in the Commencement Program Book and on the Commencement website, you must “Apply for Graduation” by April 1, 2018. Be sure to complete the “Diploma Name” section!

**Grad Week Events**

Visit College Activities Board (CAB) and for Grad Week Events.

**Class of 2018 Trip to Three Heads Brewery**

*Hosted by the College Activities Board*

**Sunday, May 6, 11:30 a.m.-3 p.m.** Spend the beginning of your last week at Three Heads Brewery, where the Tiger Blood IPA was created! We will be providing transportation and tickets are only $1!

**RIT Trivia Night**

*Hosted by the College Activities Board*

**Monday, May 7, 8-10 p.m.** Come test your RIT trivia skills with friends to win some awesome prizes during Grad Week Trivia! Enjoy free pizza and wings provided by RITz with a cash bar! Max teams of 5 to compete for prizes and the title of RIT Trivia Champions!

**Painting a Legacy**

*Hosted by the College Activities Board*

**Tuesday, May 8, 5-7 p.m. or 8-10 p.m.** Enjoy the last few days at your favorite local bistro, Lovin’ Cup, and paint with your friends! Sign-up for the 5-7 p.m. or 8-10 p.m. session ($15 each) beginning April 22nd in the CAB Office, Campus Center Room A740.

**Cap Decorating**

*Hosted by the College Activities Board*

**Wednesday, May 9, 3-6 p.m.** Grab your friends and come to Fireside Lounge to decorate your graduation caps so you are ready for graduation!

**Class Toast**

*Registration Link*  

*Hosted by Alumni Relations*

**Thursday, May 10, 4:30-6 p.m.** in the Gene Polisseni Center (POL). The event is for all graduating students. Join fellow classmates and raise a glass in celebration of your accomplishments.
Other area colleges are holding graduation ceremonies this weekend, so reservations should be made as soon as possible directly with the lodging of your choice. For information on area hotels, inns, motels, and bed and breakfast lodgings, contact Visit Rochester at 1-800-677-7282 or 585-279-8300. Locations nearest to RIT are found on Jefferson Road, West and East Henrietta Roads, White Spruce Boulevard, Lehigh Station Road, and Hylan Drive. RIT is approximately 25 minutes from downtown Rochester.

Graduation Announcements & Class Rings

Generic graduation announcements are available at Barnes & Noble @ RIT bookstore. They can be purchased in the RIT Gift Dept. on the 1st floor or by calling 585-424-6766, ext. 205. Generic announcements are sold 10/pk.

Personalized graduation announcements and rings can be ordered from Balfour at www.balfour.com or by calling 1-877-225-3687. Balfour reps will be on campus Tuesday, March 20 - Wednesday, March 21, 2018, 1-4 p.m. in the SAU near the RIT Photo Store & Artesano Bakery. This will be the LAST CHANCE to order RIT rings and personalized announcements in time for graduation delivery. During Commencement Weekend they'll be at the Barnes & Noble at RIT Bookstore at Park Point: Friday, May 11, 2018 - 2:00 p.m.-6:00 p.m. and Saturday, May 12, 2018 - 9:00 a.m.-5:00 p.m.

Photographs

GradImages is the official photographer for Commencement. You will be photographed on and upon exiting the stage. There is no obligation to purchase photographs. Pre-register at GradImages.com/Preregistration to view your proofs and receive a coupon for 20% off. You may register e-mails of up to six loved ones who would like to view and order photos. Proofs will be ready to view online within 48 hours of the ceremony. Photos may be ordered online, by phone, or by mail. If you have any questions, please contact Customer Service at 800-261-2576 or by e-mail at giservice@gradimages.net.

Alumni Relations Welcome Center

Friday, May 11, 12 p.m.-5 p.m., Tiger Statue between Wallace Center (WAL) and Monroe Hall (MON) Rain Location, 1010 and 1015 Campus Center (CPC).

Complimentary professional portraits for graduates with their families will be offered during this time. Hosted by Alumni Relations.
DVDs of Academic Convocation and College Ceremonies

DVDs of each college ceremony and the Academic Convocation are available for purchase. The DVD for each college ceremony includes all platform speeches and the individual recognition of graduates. The DVD for the Academic Convocation includes the official conferral of degrees as well as all platform speeches.

Individual college ceremony and Academic Convocation DVDs are $26.00 each or you can purchase both together for $42.00, a savings of $10.00. All prices include tax and shipping. DVDs can be purchased at ceremony locations during Commencement Weekend. You may also order by:

- phone (585-475-2516)
- Online
- Download paper form

Orders received and postmarked prior to May 16, 2018 will ship by the end of June. All orders received after May 16th must be submitted online and will be charged a late production fee of $3.00.

Parking & Transportation Services

You can view an interactive map which shows the location of RIT parking lots and ceremony locations. Ceremonies are held in the Gordon Field House and Activities Center (labeled GOR on the map) and the Gene Polisseni Center (labeled POL). RIT Public Safety staff will direct you to parking areas. College receptions and other special events are located across the campus. Consult the Ceremonies & Receptions tab at the top of the Commencement website for specific college event information.

Shuttle bus service will be available Friday, 7:00 a.m.-9:30 p.m. and Saturday, 6:30 a.m.-6 p.m. to transport guests from parking lots to the Academic Convocation, college ceremonies and most reception locations. Please note your parking lot letter when boarding your bus. To assist you in finding your car at the end of the day, please pick up an “I parked in Lot _” card from staff in the lot or an Information Booth. Get real-time bus information with the RIT Mobile App or go to m.rit.edu. For more information about parking and shuttle, contact Adam Petzold at appfms@rit.edu.

Disabled Parking: G Lot is the primary lot, however limited disabled parking will be available in U Lot adjacent to the Gene Polisseni Center (POL). To enable us to best serve your needs, please submit our Accessible Parking Request Form (even if you have a disabled parking permit). See also the Accessibility section below.
The Academic Convocation and all college ceremonies will be American Sign Language interpreted and real-time captioned. The Gordon Field House and Activities Center and the Gene Polisseni Center are equipped with an FM hearing assistance system. Receivers will be available at the ticket office in the Field House and at Guest Services in the Gene Polisseni Center.

**Accessibility**

**Special Seating Needs**
Both the Gordon Field House and Activities Center and the Gene Polisseni Center are accessible to those with special needs; however, guest seating is primarily in the bleachers which have steps. Our ushers will find seats on the floor together for your guests, however, please note that special needs seating is neither reserved nor guaranteed. We recommend that those with special seating needs arrive 2 hours in advance of the Academic Convocation and 90 minutes in advance of the college ceremony they plan to attend.

**Wheelchairs**
We do not have wheelchairs available on campus. You may rent wheelchairs from Monroe Wheelchair at 888-546-8595, Fonte Surgical Supply at 585-338-1000, or Westside Medical Supply at 585-227-8750.

**Mobility Carts:** A limited number of golf carts operated by staff will be available to help elderly guests and others needing mobility assistance. This is a limited service and we ask that guests not requiring extra assistance please respect the needs of those that do. For safety reasons, carts will not take on passengers until crowds have cleared the building entrances after ceremonies. Please be aware that you may have to wait for up to 15 minutes for a mobility cart immediately prior to and after the Academic Convocation and college ceremonies when demand is at its highest. Thank you for your patience.

**Walking Around Campus**
Please advise your guests that campus is large and considerable walking is involved from shuttle stops to ceremony and reception locations. We encourage everyone to wear comfortable shoes! Consult the RIT interactive map for walking directions on campus.

**Wi-Fi**
People without an RIT username can connect to the "RIT-Guest" wireless network. Please note the following about this service:
- Guests must have a phone number capable of receiving text messages in order to register (carrier text message rates may apply).
- Students, employees, and others with RIT computer accounts should continue to use the encrypted “RIT” wireless network.
- RIT-Guest access prohibits access to some internal RIT network resources.

If you have any questions about guest wireless at RIT, please contact the ITS Service Desk at servicedesk@rit.edu or 585-475-4357.

Students and staff of other universities may be eligible to access the internet via eduroam. Please visit the eduroam site for information.
Dining on Campus

RIT Dining Services facilities and concessions stands will be open throughout the day on Friday and Saturday. Hours, location and menu information can be found at their website.

Flowers & Commemorative T-shirts

Flowers and RIT Commemorative T-shirts, with the names of all graduates, will be for sale at both the Gordon Field House and Activities Center and the Gene Polisseni Center during Commencement Weekend. Flower and shirt sales benefit the RIT Student Music Association. You may pre-order flowers and shirts here.

Lost and Found

For lost items, please check the ticket booth in the main lobby of the Gordon Field House and Activities Center and at Guest Services at the Gene Polisseni Center. All items will be taken to Public Safety in Grace Watson Hall (GWH) at the end of each day. Call 585-475-2853 for assistance.

Questions?

Before Commencement
- Academic questions should be directed to your academic department or your college’s Commencement Liaison.
- For commencement questions, e-mail academicaffairs@rit.edu or call 585-475-5334.

During Commencement Weekend
- Information Booths will be located throughout campus for your assistance. In addition, volunteers wearing yellow ribbons will be happy to assist you.
- TEXT RITGRAD to 888777 to receive important updates throughout Commencement Weekend. Subscribers will receive event information, as well as safety, weather, traffic and emergency alerts from RIT. Your subscription is anonymous and you will be automatically unsubscribed from the service at the end of the weekend. You can unsubscribe at any time by replying STOP.
- All of the information in this newsletter and more is available on our mobile friendly website http://www.rit.edu/commencement. Bookmark it, get the RIT Mobile App for Apple and Android devices, or go to m.rit.edu.

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