

**From:** RIT Graduation <graduation@rit.edu>

**Subject:** Class of 2023 - It's Time to Help Your Guests Plan Their Trip to RIT for Commencement

**RIT** | Rochester Institute  
of Technology



**Class of 2023 - It's time to Help Your Guests  
Plan Their Trip to RIT for Commencement**

RIT graduate,

This is the second of several messages you will receive about RIT Commencement 2023. Look for these emails every Friday.

Please submit any questions you have to [graduation@rit.edu](mailto:graduation@rit.edu) and we will include responses in future messages. For the most up-to-date information, check [rit.edu/commencement](http://rit.edu/commencement), any time! Please share this website with families and friends so they also have the most up-to-date information!

RIT Commencement 2023 will be held on **Friday and Saturday, May 12-13, 2023.**

Save the dates and make your family travel and accommodations plans now. It's time celebrate!

## **Help Your Guests Plan Their Trip to RIT**

### **What should I do right now?**

- Advise, or help your guests to make their travel arrangements.
  - Make your hotel reservations ASAP! Information on places to stay can be found [here](#). There is also information on this site about things to do and places to eat while in Rochester.
  - The closest airport is the [Frederick Douglass Greater Rochester International Airport](#). The airport is about 15 minutes by car from campus.
  - Amtrak stops at the [Louise Slaughter Station](#); the [bus station](#) is right across the street. Both are about 20-25 minutes from campus.
  - The campus address for your GPS or phone is 1 Lomb Memorial Drive, Rochester, NY 14623.

### **What if my guests are trying to come to campus from overseas?**

Family or friends coming from overseas will need to **apply for B-1/B-2 Visitor Visas** unless their country of citizenship is listed as a participant in the [Visa Waiver Program](#). A short letter inviting your family member or friend can be helpful in explaining the reason for their visit. This letter should come from you and be addressed separately to the individual. They should bring it with them to their visa interview, the Port of Entry, or

elsewhere as needed. Each visitor should receive a separate letter. **RIT does not issue these letters**. Visit the [International Student Services website](#) for more information and a sample letter.

### **How early should my guests arrive on campus for Commencement?**

- Guests should plan to arrive to campus at least an hour prior to start of a college commencement ceremony, and at least 90 minutes prior to the start of the Academic Convocation. This will allow you and your guests time to park, walk or take a shuttle to the ceremony locations.

### **Speaking of parking, where should my guests park?**

- Guests should follow the directions of Public Safety officers when they arrive on campus.
- There will be [shuttles](#) running all day Friday and Saturday, May 12-13, 2023 between the [parking lots](#) and the ceremony locations. Please visit <https://www.rit.edu/commencement> and click on Parking and Shuttles for schedules and other important information.
- Download the [RIT Mobile app from Google Play store](#), or find [RIT Mobile on the app store, for iOS users](#). RIT Mobile brings essential information and services to Android users, including real-time bus locations, next arrival times, and schedules; open/closed RIT dining locations with menus with hours and days of service; a searchable RIT campus map, a calendar of RIT campus events, and RIT news. To track the shuttles in real time look for “Graduation” within the app to view commencement buses. (**PLEASE NOTE:** the graduation icon will not appear in the app until Commencement Weekend.)
- If you or guests require disabled parking, please complete the [Accessible Parking Request Form](#) by May 1, even if you/they have a state-issued permit.

- A limited number of mobility carts will be available to help transport guests with mobility needs. Demand is very high right before and right after each ceremony; guests may have to wait 15 minutes or more for a cart at peak times. Look for blue disabled flags or request a cart at an information booth.

### **What should my guests wear?**

- There is no dress code. Some things to note:
  - The Gordon Field House and the Gene Polisseni Center are air-conditioned.
  - There is a lot of walking, so we highly recommend wearing comfortable shoes.

### **Where can my guests eat during Commencement Weekend?**

- Various RIT [dining locations](#) across campus will be open. Please visit [rit.edu/fa/diningservices/places-to-eat/hours](http://rit.edu/fa/diningservices/places-to-eat/hours) for hours, locations, and menus.
- RIT colleges host individual ceremonies and in some cases receptions for graduates and their guests. In the weeks to come, check the [schedule of events](#) for more information. To find out if your college is hosting a reception, check [www.rit.edu/commencement](http://www.rit.edu/commencement) often, because details about receptions will be posted soon.

### **As a Reminder – You Need to Apply for Graduation by April 1, 2023.**

- If you are eligible, the Office of the Registrar will send you an email asking you to complete the application for graduation in Student Information System (SIS). Access SIS by going to: <http://sis.rit.edu>. In the SIS system, you can change your permanent address or set up a special one for diploma delivery, as well as edit how your name will appear on the diploma. Approximately 10 weeks after graduation, you will receive your diploma in the mail from the Registrar's Office.

Please create a ticket with the [Registrar's office](#) if you need assistance.

- Apply by **April 1, 2023** to ensure your name appears in the Commencement Book. No exceptions will be made if you miss the deadline! Our best advice is to apply for graduation as soon as you receive the email from the Registrar.

### **How do I know if I am eligible?**

- If you graduated after fall semester 2022, or plan to complete your degree requirements at the end of spring or summer semester 2023, you are eligible.
- You can also check with your academic advisor to confirm your eligibility.
- **Check your RIT email account regularly** as that is **PRIMARY** method of communicating the details of the 2023 celebration. This is especially important for fall 2022 graduates.

If you are not participating in the upcoming graduation ceremonies, and would like to be removed from these emails, please contact us to have your name removed from the 2023 events.

If you have questions, contact: [Graduation@rit.edu](mailto:Graduation@rit.edu).

***Next update: March 10 – Cap and Gown Information***

### **Note: Ph.D. Candidates Only**

**Order your Ph.D. regalia at [Balfour](#) before Monday, March 27, 2023 – 12:59 AM Eastern Standard Time.** RIT has its own university specific doctoral regalia. These are available for all eligible Ph.D. candidates to rent for their ceremonies. **RIT pays for your rental, however you are**

**responsible for any damages and/or replacement costs. An Academic Regalia Rental Agreement must be filled out and signed before your rented regalia will be released to you (or whomever you designate to pick up your regalia for you), so please plan accordingly.** Your doctoral hood is a gift from your academic department and is yours to keep. The hoods will **not** be distributed at 175 Jefferson Road. You will receive them from your department.

[rit.edu](http://rit.edu)



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