Dear Officers and Faculty of Columbia University,

University Commencement will be held next **Wednesday, May 20, 2015** at 10:30 a.m. on the Morningside campus. This email includes important information for officers of the University who are planning to march in the academic procession.

Members of the academic procession gather in Low Library on Commencement morning. Please note that the Department of Public Safety will be instituting a number of security measures for University Commencement. If you are participating in the exercises, please use the upper campus gates (Earl Hall Gate at 117th Street and Broadway, 120th Street Gate between Broadway and Amsterdam, Northwest Corner Building Gate at 120th Street and Broadway, or the Grove Entrance at 119th Street and Amsterdam). Public Safety officers posted at those gates will allow entry only to persons with Columbia identification cards. The Department of Public Safety has asked that all participants in the procession and ceremony enter Low Library using the northeast door. This entrance is wheelchair accessible. Be prepared to present your Columbia identification card at that entrance. Click [here](#) to view a map.

You are encouraged to arrive to the Rotunda before **9:30 a.m.** to enjoy a continental breakfast and mingle with your colleagues. Please bring your own academic dress and be in marching order no later than **10:00 a.m.** The procession will begin at **10:15 a.m.** and will move out of the front door of Low Library and down the steps to the Alma Mater level. We will have event volunteers on hand to assist with the procession line up. Participants should assemble at designated locations in Low Library, as listed below. The ceremony will begin as soon as the President’s Group takes their places on the platform.

I. **Alumni Anniversary Classes** - Assemble in the Visitors Center, Room 213, Low Library

II. **Assistants, Instructors, Lecturers, and Associates** - Assemble in the Rotunda, Low Library

III. **Officers Appointed to Professorial Rank, 2005 to present** - Assemble in the Rotunda, Low Library

IV. **Officers Appointed to Professorial Rank, 1989 to 2004** - Assemble in the Rotunda, Low Library

V. **Officers Appointed to Professorial Rank, 1988 and before** - Assemble in the Rotunda, Low Library

VI. **Officers of the Libraries** - Assemble in the Rotunda, Low Library
VII. Officers of Research - Assemble in the Rotunda, Low Library

VIII. Officers of Administration and Officers Emeriti - Assemble in the Rotunda, Low Library

IX. The University Senate - Assemble in the Trustees Room, Room 212, Low Library

X. Presenting Deans - Assemble in the Trustees Room, Room 212, Low Library

XI. Candidates for Honorary Degrees and their Escorts, Teaching Award Recipients, and Alumni Medalists - Assemble in the Faculty Room, Room 207, Low Library

XII. Trustees of Affiliated Corporations - Assemble in the Faculty Room, Room 207, Low Library

XIII. Trustees and Former Trustees of the University - Assemble in the Faculty Room, Room 207, Low Library

XIV. The President’s Group - Assemble in the Faculty Room, Room 207, Low Library

The ceremony will be projected on jumbotron screens at the event and shown via live stream on the University website. Be ready to smile for the camera!

We look forward to a remarkable Commencement Day and are delighted that you are playing a part in it.

Commencement Office
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