



# POLYTECHNIC UNIVERSITY P U E R T O R I C O

## Letter to Graduate Candidates

Dear Students:

The Commencement Ceremony of Polytechnic University of Puerto Rico-Miami Campus will begin at 5:00 pm, Monday, June 28, 2010, at the James L. Knight Center for graduate candidates who have fulfilled all degree requirements by June 11, 2010.

Ms. Karen Valdes will be in charge of distributing gowns and invitations in the Miami Campus from Tuesday, June 1, 2010 and after 1:00 pm until 6:00 pm. In order to receive these materials, you must show a photo identification card, and the **Registrar & Finance Officer** must have certified that you have satisfied all degree requirements.

### GRADUATION DAY

1. Parking for the James L. Knight Center will be at the Miami Tower (across the street) – the special event parking fee is \$10.00 per car. We will provide you with discount stickers for your attendees so they can be affixed to their parking ticket. Valet parking is also available beginning at \$12 for 2 hours plus \$3 each additional hour. You can also use Metromover to arrive at the James L. Knight Center.
2. The Commencement Ceremony will begin on time – please be punctual.
3. The ushers will show guests to the reserved seating areas upon entering the James L. Knight Center.
4. The ushers will assist students in the organization of the academic procession.
5. The Graduation Ceremony is a formal and solemn act.
6. Do not stand up from your seat once the ceremony begins, unless it is urgent and really necessary.
7. The Master of Ceremonies will preside over the Commencement Ceremony indicating the steps to follow, and will officially close the ceremony.
8. The Graduation Ceremony Program is your most prized memento; only one will be delivered per graduate – please preserve it.
9. At the conclusion of the Graduation Ceremony, please remain seated until all activity comes to a halt to keep the effectiveness and the splendor of the Commencement Ceremony undiminished.

### AT THE JAMES L. KNIGHT CENTER IT IS FORBIDDEN TO POSSESS:

1. Firearms or any another type of weapon
2. Bottles or cans
3. Food or beverages
4. Noisemakers, such as: whistles, horns, drums, rattles, etc.
5. Beach balls
6. Illegal substances and alcohol

We count on the Polytechnic University of Puerto Rico-Miami Campus academic community and graduate candidates to make this Commencement Ceremony a success. It will be a pleasure to share this memorable moment of achievement with you and your family.

We expect the attendance of all.

Sincerely,

*José O. Rivera-Rivera*

Dean School of Management and Florida Campuses Director  
Polytechnic University of Puerto Rico