



COMMENCEMENT BOOK NAME OPT-OUT

Commencement book produced by the Office of Institutional Advancement, Communications & External Relations

This form is to be filled-out & submitted **prior to** the production and distribution of the annual CCNY Commencement Book if, and when, a graduating student does NOT desire identification by name within the publication. For any students wishing NOT to appear (in name), please fill out this form **completely** and return it to the Office of Institutional Advancement, Communications & External Relations in person, or via email (communications@ccny.cuny.edu), where it will be kept on file.

For questions regarding this form and/or the Commencement Book, please contact Ana King-Garcia, Executive Director - Student Affairs (212-650-5923), or Joann Huang, Communications Publications Editorial Manager- Office of Institutional Advancement, Communications & External Relations (jhuang3@ccny.cuny.edu).

Student Name (Print): _____ Date: _____

School or Division: _____ Contact (Email or Phone): _____

EMPL ID: _____

As a student of this institution, you have a right to opt-out of inclusion by name for materials meant to market, promote, advertise, or celebrate The City College of New York. If you decide *not* to opt-out, you are aware that your presence may be used for the purposes stated above. If you wish to opt-out, you must fill out the portion above, check the box below, sign, and properly submit the form. This form is to be submitted to the Office of Institutional Advancement, Communications & External Relations PRIOR to the production and publication of the Commencement Book, **no later than April 21st**. This election is good for the student's lifetime, as revisions or reproductions of the Commencement Book will not take place if your desires happen to change.

If you are electing to OPT-OUT, please check the box below:

☐ PLEASE DO NOT PUBLISH OR IN ANY WAY USE MY **NAME** IN THE CCNY COMMENCEMENT BOOK.

****IF YOU ARE OPTING-OUT, PLEASE COMPLETE THE FORM AND RETURN IT TO THE OFFICE OF INSTITUTIONAL ADVANCEMENT & COMMUNICATIONS (communications@ccny.cuny.edu)****

Student Signature _____

Date _____

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