

NEW YORK COLLEGE of PODIATRIC MEDICINE

COMMENCEMENT INFORMATION and INSTRUCTIONS

for the Class of 2012

Tuesday, May 22, 2012 at 9:00 AM

Dear Class of 2012,

On behalf of the faculty, administration, and staff of the New York College of Podiatric Medicine, early congratulations. We're proud of you and look forward to sharing your achievement at the 101st Commencement.

To ensure that your Commencement day goes smoothly, and that your guests and you enjoy the event as much as possible, please take the time to read this graduation manual. It contains instructions and information that should answer all of your questions. If you have any questions not answered by it, please feel free to contact me.

I know you're not done yet, but May 2012 is just around the corner. All the best for a fulfilling future and welcome to the profession.

Sincerely,

Laurence J. Lowy, DPM

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Dean for Student Services

Please note:

NO VAN SERVICE WILL BE PROVIDED FOR REHEARSAL OR GRADUATION

GRADUATION REHEARSAL

Rehearsal is **MANDATORY** and will be held on Monday, May 21, 2012 from 10:00 AM to 12:00 PM in Room 203 at NYCPM. Only Dr. Trepal can excuse you from rehearsal if you have extenuating circumstances.

TIME and LOCATION of COMMENCEMENT

The Commencement Ceremony will begin promptly at 9:00 AM and will take place at Alice Tully Hall (ATH), which is part of the Lincoln Center for the Performing Arts. ATH is located at 1941 Broadway (on 65th Street between Broadway & Amsterdam.) The main entrance is on Broadway.

You must arrive in the front lobby of ATH, outside the auditorium, ***no later*** than 8:00 AM in order to robe and line up for pictures and the processional. ***Please leave your personal belongings (purses, briefcases, etc.) with your guests*** and only bring your cap, gown, and hood.

Auditorium doors open at 8:30 AM for guest seating. All guests who have tickets for the Commencement Ceremony should plan to enter the auditorium at this time. There is no assigned seating, despite any possible seat numbers printed on each ATH ticket – seating will be on a first-come, first-served basis.

ANNOUNCEMENTS and TICKETS

Each graduate has been authorized to receive:
20 printed commencement announcements
10 admission tickets to ATH

YOU and your guests must have an ATH ***admission ticket*** in order to attend the commencement ceremony. Formal announcements may be used to notify friends and relatives of the upcoming commencement, but ***do not*** take the place of ATH tickets.

You may pick up your tickets and announcements from the Registrar's office starting April 1, 2012. **PLEASE DO NOT TAKE MORE TICKETS THAN YOU NEED! If you do not require all 10 tickets, please leave the remaining for colleagues who do.**

If you desire more than the 10 ticket allotment, please let the Registrar know and, if available, extra tickets will be distributed at a later date. A fair distribution will be implemented, however we cannot guarantee everyone will receive all the extra tickets they would like, nor that any extra tickets will be available.

DIRECTIONS to ALICE TULLY HALL at LINCOLN CENTER

Lincoln Center for the Performing Arts is easily accessible by bus, subway, or automobile. The Center's Website at <http://new.lincolncenter.org/live/> contains travel directions for each of these under the heading "VISITOR INFORMATION." Here, you will also find parking information, a map of the Center, handicap accessibility information (discussed below), and general information about the surrounding area.

HANDICAP ACCESSIBILITY

If you or any of your guests needs accommodations at ATH, please notify Ms. Kristy DiPalma at 212-410-8429 *immediately*. Persons requiring accommodations will be allowed early entrance to the auditorium and priority seating. Once again, the Center's Website provides more detailed information about accessibility, and offers a phone number to call if you have specific questions regarding ATH's ability to accommodate a particular need. In addition, there will be NYCPM security personnel at the front entrance of ATH who will assist in escorting handicapped guests to the proper locations. *Please note*: most handicapped priority seating is in the back row of the auditorium.

HOODING PROTOCOL for FAMILY MEMBERS

If you have a family member who is cleared to hood you, they should arrive at ATH no later than 8:30 AM. **They should NOT enter through the front entrance with you!** *They are to proceed to the backstage entrance of ATH, located at 142 West 66th Street*, where their names have been submitted to ATH security personnel. They will robe with faculty in the Rehearsal Room. Volunteers will help them locate the Rehearsal Room. They will then march in procession to the auditorium behind the faculty and affiliated hospital directors and be seated in the section designated for them.

PLEASE NOTE:

In accordance with ATH safety regulations, only family members who have been authorized to hood graduates will be allowed on stage during the ceremony. Graduates will not be allowed on stage holding babies or accompanied by young children or any other party. While we understand the desire to share your achievement with loved ones, we must respect and enforce the safety concerns of Lincoln Center.

PHOTOGRAPHS

Please ask your guests to refrain from leaving their seats or moving into the aisles to take pictures of you. This will reduce the likelihood of them blocking someone else's view or impacting on the movement of commencement personnel. They certainly may take pictures from their seats.

The College has hired professional photographers to take photographs of each graduate as they receive their diploma. You will be able to purchase these photographs from them and will receive information regarding this separately.

PLEASE NOTE:

In order for the photographer to accurately identify each graduate, it is imperative that you remain in alphabetical order as you are called up to receive your diploma. The photographer will be given a list of all graduates in attendance and will utilize this list to identify each of you as you cross the stage.

APPROPRIATE ATTIRE

You must wear appropriate attire under your cap and gown. Men are expected to wear dress shirts, ties, dress pants, and dress shoes. Women are expected to wear dresses, skirts, or pants outfits, with blouses and dress shoes. No jeans, sneakers, or other attire that would detract from this dignified occasion. Also, please refrain from pinning any ornamentation or corsages to your cap or gown. Women should bring bobby pins to fasten their caps.

If you do not wear appropriate attire, you will be prohibited from participating in Commencement.

Please remember that it is customary for males to remove their caps during the National Anthem.

RETURN OF CAP, GOWN, AND HOOD

After the recessional, you will be led back to the lobby, where you will turn in your academic attire. Please be sure to return all three pieces (cap, gown, and hood.) Please return them to commencement staff so that they are placed in the boxes provided. If you do not return your items, you will be charged for them.