



## **COMMENCEMENT INFORMATION and INSTRUCTIONS**

### **Class of 2016**

**Wednesday, May 25, 2016 at 9:00 AM**

Dear Class of 2016,

On behalf of the faculty, administration, and staff of the New York College of Podiatric Medicine, congratulations on a job well done. We are proud of you and look forward to sharing your achievement at the 105<sup>th</sup> Commencement services held on your behalf.

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.

All the best for a fulfilling and successful future.

Sincerest regards,

*Lisa K. Lee*

Dean  
Student Services

## **GRADUATION REHEARSAL**

Rehearsal is **MANDATORY** and will be held on Tuesday, May 24, 2016 from 11:00 AM to 1:00 PM in Room 204 at NYCPM. Please be prompt.

Please note:

***NO VAN SERVICE WILL BE PROVIDED FOR REHEARSAL OR GRADUATION***

## **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 7:45 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 March 31, 2016. **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://lincolncenter.org/> contains travel directions for each of these under the heading "VISITOR GUIDE." 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. Pamela Adrian at 212-410-8173 *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 has been cleared to hood you, they should arrive at ATH no later than **8:15 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 66<sup>th</sup> 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 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.