

*13<sup>th</sup> Annual Commencement Ceremony • Thursday, June 11, 2009*

**Student Packet**

Commencement Ceremony is the annual ceremony held by Touro College Division of Graduate Studies School of Education and School of Psychology to honor the graduates of the 2008-2009 academic year. Please read through this FAQ carefully; there are important deadlines for participation. Even if you qualify for graduation, missing a deadline may prevent you from participating in the ceremony!

**Frequently Asked Questions**

*Can I participate in Commencement Ceremony?*

- You may apply to participate if you apply for, qualify for and receive a *September 2008, January 2009, and June 2009* graduation date.
- If you have a grade of incomplete or any other academic issue preventing you from qualifying as a graduate during *academic year 2008-2009*, you do *not* qualify to attend the 2009 Commencement Ceremony as a Touro Graduate.
- Attendance at Commencement is optional.
- Graduation fees apply *to all students* regardless of attendance at the ceremony.

*How do I apply to attend?*

- When you apply for graduation through your academic program, simply check the box where you are asked if you wish to attend the ceremony.

***What dates should I know for participating in Commencement Ceremony?***

- ***May 1<sup>st</sup>***: Last day to apply for a *June 2009* Graduation date.
- ***May 4<sup>th</sup>-7<sup>th</sup>***: Graduate candidates may pick up their Commencement Packets.
- ***June 1<sup>st</sup>-4<sup>th</sup>***: Release of extra tickets (*if any are available*).
- ***June 11<sup>th</sup>***: Commencement Ceremony

***What time is the ceremony? When should I get there? Can I get in if I'm late?  
How should I dress?***

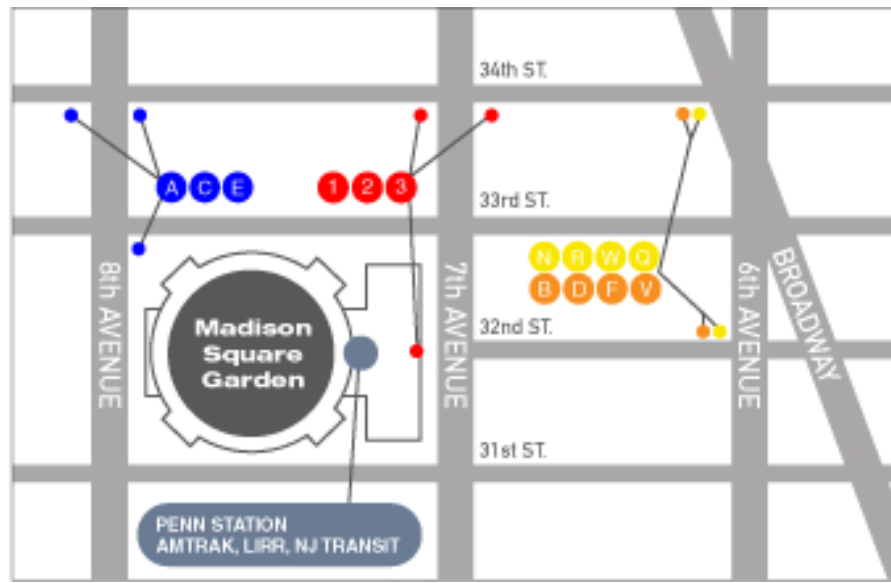
- Commencement ceremony begins promptly at *11:30am on Thursday, June 11, 2009*
- Admittance to the building begins at *10:30am*. Graduate participants must arrive no later than *11:30am*.
- Any individuals arriving later than *11:30am* may be denied entrance to the ceremony or may be seated in the audience, at the discretion of Touro College and Madison Square Garden staff.
- Please dress "casual smart." Please *do not* wear jeans or t-shirts.

***How do I get my cap and gown?***

- When applying to participate, please indicate your measurements. From ***May 4<sup>th</sup>-7<sup>th</sup>*** you may come to pick up your "*Commencement Packet*" which contains your cap and gown, tickets, directions to the location, and an update sheet.

***Where is the ceremony being held?***

- The WAMU Theater at Madison Square Garden (MSG).
- Here is a map of the location:



***How can I find directions, parking or a nearby hotel?***

- For detailed information, please visit the MSG information website:  
[http://www.thegarden.com/inandaroundgarden\\_directions.html](http://www.thegarden.com/inandaroundgarden_directions.html)

***Are there disability accommodations? Who do I contact?***

- Yes: MSG has entrance and seating accommodations for physically challenged participants and guests.
- For details, please contact MSG Disabled Services: (212) 465-6034.

***Can I bring food or beverages to MSG?***

- No: Outside food and beverages are not permitted in MSG.

***Can my guests take pictures?***

- Flash photography during the Ceremony is discouraged.
- Tripod-mounted video recording is not permitted under any circumstances.
- Touro is contracting with a professional photography service to have photos of the ceremony. These will be available to you through that service. Information will be provided in your Commencement Packets.

***I'd like to contact MSG to obtain more information; how can I do that?***

- Visit their website at: [http://www.thegarden.com/A\\_Z\\_main.html](http://www.thegarden.com/A_Z_main.html).
- Contact MSG by phone: MSG Guest Services: (212) 465-6225.

***How many tickets do I get for guests? Do I have to bring my ticket to the ceremony? Can I bring an extra family member without a ticket? Do children need tickets? Can I substitute guest and candidate tickets for each other?***

- Each candidate will be given one (1) **candidate ticket** for admittance to the ceremony. This ticket is non-transferable to guests or other participants. *Without a ticket, you may be either delayed or denied entrance to the building.*
- Each candidate may receive up to three (3) **“guest tickets”**. Children age two and older need a guest ticket for admittance.
- Your family and guests will *not be admitted without a ticket* under any circumstances. Presenting these tickets is the only way MSG security will admit your guests to the hall.
- Children two years of age and older *must have* a guest ticket for admittance.
- Guest tickets and candidate tickets *may not* be substituted for each other.

### ***How and where do I get my tickets?***

Please pay careful attention to location and your program extension! ***You can only pick up your packets/tickets at the correct site.***

- ***If you are in the following programs please proceed to our Manhattan location at: 43 West 23<sup>rd</sup> St., 2<sup>nd</sup> floor student lounge from 10am to 5pm:***
  - EDM Education/Special Education
  - School Leadership
  - Teaching Literacy
  - Mental Health Counseling
  - Instructional Technology
  - TESOL/Bi-lingual
  - School Psychology
  
- ***If you are in the following program, please proceed to our Brooklyn location at: 946 Kings Highway***
  - EDB Education/Special Education
  
- ***If you are in the following program, please go to our Bay Shore location at: 1700 Union Boulevard***
  - Education/Special Education

### ***Can I send someone to pick up my packet? Can you mail my packet?***

- Pick-up should be done by the candidate. However, if you are sending someone to pick-up your tickets, they must have the following:
  - A copy of your photo ID
  - A signed note form you stating that you authorize someone to pick up your commencement packet
  - The correct measurements for your cap and gown
  
- We *do not* mail commencement packets, tickets, caps or gowns

### ***If I need extra tickets how do I get them?***

- **If** there are extra tickets, they will be available from *June 1<sup>st</sup> – 4<sup>th</sup> starting at 11am* at: 43 West 23<sup>rd</sup> Street, Room 317. These tickets will be available strictly on a *first-come, first-served basis*, limit one (1) ticket per qualifying graduate. Only qualifying graduates with valid identification will be allowed to pick up a ticket. *This release will occur only in the event of extra tickets.*
- There is *no guarantee* of Touro having extra tickets to distribute.
- If you wish to obtain information regarding availability of extra tickets, please call (212) 463-0400 ext: 5283 beginning *May 25, 2009*. **Information will not be available prior to this.**
- **Please *do not* call individual department’s offices, the Registrar’s office or the Bursar’s office for this information.**
- In April, the “Commencement Board” will be put displayed on the 3<sup>rd</sup> floor at 43 West 23<sup>rd</sup> St. This is a bulletin board where students can place and read notices about extra tickets. This is a strictly voluntary student-run activity and *does not* represent a guarantee of extra tickets.

### ***When will there be portrait photography?***

- Photography will be conducted by a third party member *Chappell Studios* at Commencement on June 11<sup>th</sup>

### ***I’m interested in a college ring; how do I order one?***

- You may place ring orders online:  
[www.HERFJONES.COM/COLLEGE/RINGS](http://www.HERFJONES.COM/COLLEGE/RINGS)
- For further information, please contact: Steven Clarke (845) 255-0760 or email: *thegraduateguy@aol.com*