

Dean Robert S. Lapiner
The Faculty, Administration and Alumni

Cordially invite you to the

SCPS Convocation for Graduate Students

a celebration in honor of graduates and candidates for graduation
in the 2007-2008 academic year

Monday, May 12, 2008

Grand Hyatt Hotel
42nd Street at Grand Central and Park Avenue / New York City

10:30 a.m.	Guest seating in the Ballroom
	Student line-up on the Conference level
11:30 a.m.	Academic Procession and Formal Program
1:30 - 3:00 p.m.	Reception

ATTIRE

Academic attire is required for students, faculty, and alumni who participate in the ceremony.

RSVP by April 18, 2008 by registering online at
<http://www.scps.nyu.edu/student-affairs/graduate/graduation/>
Guests will not be admitted without a ticket.



New York University
School of Continuing and Professional Studies

*invite you to the SCPS Convocation for
Graduate Students
Monday, May 12, 2008*

Instructions to Graduates

ARRIVAL AND ASSEMBLY

Graduates and their guests should arrive at the Grand Hyatt between 10:30 - 11:00 a.m. Graduates should proceed directly to the Conference level and line up behind the appropriate program flag. Guests should proceed to the Ballroom level where they will be seated. Please note, we will not be able to seat guests earlier than 10:30 a.m. If guests arrive before this, they will need to wait in the hotel lobby.

During line-up you will be given a card with your name printed on it which you will carry and hand to the announcer during the ceremony as you march on stage.

ACADEMIC PROCESSION

By 11:15 a.m. you should be lined up and ready to march. At 11:30 a.m. the procession will move into the Ballroom. You will march with your program and will be seated in designated areas. Everyone should remain standing until instructed to sit down.

ACADEMIC ATTIRE

Graduates are required to wear academic attire. Those attending both this ceremony and Commencement on May 14th should order attire once and use for both events. Place your order on-line by April 14th at <http://herffjones.com/college/graduation>. Academic attire will be distributed at the Midtown Center, 11 West 42nd Street, 4th floor, beginning on:

- o Monday, May 5, 2:00 p.m - 6:00 p.m.
- o Tuesday, May 6, 2:00 p.m - 6:00 p.m.
- o Wednesday, May 7, 2:00 p.m - 6:00 p.m.
- o Thursday, May 8, 2:00 p.m - 6:00 p.m.

If you miss the April 14th deadline, you must place a late order, by going to the Coles Sports Center, 181 Mercer Street, beginning Wednesday, May 7th where a representative of Herff Jones, Inc. will be available to take your late order.

Please note: If you are only attending the Convocation at the Grand Hyatt you will be able to drop off academic attire on the Conference level of the hotel.

SCPS Convocation for Graduate Students

TICKET REQUEST

Graduates do not require tickets to attend this event. Tickets are required for your guests. Degree candidates are eligible to receive 4 guest tickets. Children under the age of 2 do not require a ticket. Order your guest tickets by visiting the graduate website by April 18, 2008: <http://www.scps.nyu.edu/student-affairs/graduate/graduation/>

TICKET PICKUP

Tickets will be available for pickup at the following location and times:

- 11 West 42nd Street, 4th Floor
- o Monday, May 5, 2:00 p.m. - 6:00 p.m.
- o Tuesday, May 6, 2:00 p.m. - 6:00 p.m.
- o Wednesday, May 7, 2:00 p.m. - 6:00 p.m.
- o Thursday, May 8, 2:00 p.m. - 6:00 p.m.

You must show your NYU I.D. to claim your tickets. Please note that tickets are not transferable.

THE CEREMONY

As your class is called, you will stand and proceed toward the stage. Each graduate will ascend the steps on the left side of the stage and present his/her card to the announcer. As names are announced, you will be directed towards the Dean to shake hands, while a photograph is taken. You will receive a gift from the SCPS Alumni Association and return to your seat. In order to maintain the pace of the ceremony, aisles will be blocked off and picture taking will not be permitted next to the stage. Pictures may be taken from behind the roped areas. At the conclusion of the ceremony, please remain seated until you are instructed to march out.

RECEPTION

A reception will follow the ceremony, with beverages and hors d'oeuvres. The reception will end at 3:00 p.m.

PHOTOGRAPHS

A professional photography team will be taking photographs of graduates during line-up and as graduates greet the dean on stage. The photographers will also be available after the ceremony. Graduates will have the opportunity to purchase photographs through Island Photography. Please provide your information on the index cards given to you during line-up, so that proofs can be mailed and emailed within 2 weeks of the event. Additional information on ordering will be distributed on the day of the event.

General Reminders For Other Commencement Events

GRAD ALLEY

Tuesday, May 13, 2008

5:00 - 8:00 p.m.

Don't forget NYU's block party in celebration of graduation. The evening before commencement, West 4th Street and the surrounding areas will be alive with music, dancing, food, entertainment and fun! All graduating students will receive one student pass and two guest passes. You must bring your Commencement invitation with you to pick up Grad Alley tickets, which will be available during Commencement Ticket Distribution at the Coles Sports and Recreation Center, 181 Mercer Street.

COMMENCEMENT

Wednesday, May 14, 2008

Yankee Stadium, Bronx, New York

9:30 a.m. Candidates admitted at Gate 4 only (behind home plate)

9:30 a.m. Guests admitted at Gates 2 and 6 only (left and right fields respectively)

10:45 a.m. Candidates seated in their assigned school areas

11:00 a.m. Ceremony begins

1:00 p.m. Ceremony concludes

With banners flying and wearing their purple caps and gowns, the Class of 2008 will make history as it enters Yankee Stadium for New York University's 176th Commencement Exercises. The ceremony includes a presidential address, an undergraduate and a graduate student speaker, the awarding of honorary degrees to a number of distinguished individuals, and the conferring of degrees and certificates. The program concludes with the ceremonial passing of the University torch. For more information on NYU Commencement please visit the website: www.nyu.edu/commencement

**FOR FURTHER INSTRUCTIONS ON CONVOCATION, PLEASE CONTACT US:
EMAIL: SCPS.GRADUATIONEVENTS@NYU.EDU
PHONE: (212) 992-9100**