

# Doctoral Convocation

**Friday, May 18, 2018**

**11:00 am**

**NYU Skirball Center for the Performing Arts**

## **Important Information for Graduates:**

**1. What is the schedule for the day?**

- **9:00 – 10:15 am** Pre-Ceremony Reception for Graduates and Faculty (Silver Center, Hemmerdinger Hall)
- **10:15 – 10:45 am** Processional Line Up
- **10:45 – 11:00 am** Graduate Processional
- **11:00 am – 1:00 pm** Convocation Ceremony (Skirball Center)

***\*\*Do not lose your tickets. We will not have any replacement (or additional) tickets at the venue.\*\****

**2. Where and when should I arrive?**

- You should plan to arrive at Silver Center at 9:00 am. Enter Silver Center through the ground floor lobby. As soon as you arrive, show your NYU ID to the security guards and enter the reception through Silverstein Lounge. The pre-ceremony reception will have celebratory beverages and light breakfast pastries. In order to participate in the ceremony, you must arrive at 10:15 am at the absolute latest.

**3. Should I arrive wearing my attire?**

- Yes, arrive in your robe and cap. Your hood should be folded over your arm until your name is called when you walk across the stage during the hooding ceremony.
- Try on your attire before the ceremony to ensure that it fits properly.

**4. Will I be able to sit with my friends/cohort?**

- Yes! Provided that you arrive early enough to check in and locate your friends. There will likely be two processional lines but we will do everything we can to ensure that you can sit with whomever you choose. Once you're in the auditorium, please do not save seats or leave any gaps between you and your neighbor.

**5. I have special seating needs. How can I arrange this?**

- Email [gsas.convocations@nyu.edu](mailto:gsas.convocations@nyu.edu) with your request, describing the service you need. We will be able to provide specific details and instructions for you closer to the ceremony.

## 6. Who will hood me?

- If you have an advisor or faculty member who is attending the ceremony and you would like them to hood you, you should confirm this with them prior to the ceremony. Once your name is called, they will meet you at the front of the stage and you will hand them your hood.
  - Professor Ada Ferrer will be standing at the front of the stage to hood students who were not able to make arrangements with a faculty member from their department. Hand your hood to her once your name is called and she will hood you before you shake Dean Harper's hand.
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## Important Information for your Guests:

### 1. Where and when should my guests arrive?

- Skirball ushers will not allow guests into the lower lobby until the house opens for seating at 10:00 am. We highly recommend that your guests arrive no earlier than 10:00 am. If they arrive earlier, they will stand in the ground floor lobby until 10:00 am.

### 2. Can my guests attend the pre-ceremony reception?

- Unfortunately, no. The pre-ceremony reception is for graduates and faculty only.

### 3. Will there be an Information Table? What services will it provide?

- Yes, it will be located near the Skirball entrance on the ground floor lobby. NYU staffers at the Information Table are there to trouble shoot problems. It is also a place where you can leave your guest ticket(s) in an envelope under a guest's name.

### 4. Is there a coat or bag check at Skirball?

- Yes. Guests are encouraged to check all bags, parcels, etc. at the coat check station located in the café on the lower lobby.

### 5. One of my guests has special needs. Where should they go for priority seating?

- First, tell them to speak with someone at the Information Table at the ground floor lobby. They will be directed to two designated NYU staff members greeting guests with special needs. These guests will be given priority access into the back of the hall at 9:45 am.

### 6. After the ceremony, where should I find my guests?

- The lobbies at Skirball can get very crowded after the ceremony. Please confirm a meeting spot with your guests prior to the ceremony, preferably outside of the building or across the street in Washington Square Park.

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## Academic Attire Rentals

### When/where do I pick up my academic attire?

- Degree candidates can pick up academic attire from Herff Jones, Inc. at the [Kimmel Center for University Life](#) (60 Washington Square South) at the following times:
  - Tuesday, May 8, 11:00 am – 6:00 pm (on-time orders only)
  - Wednesday, May 9, 11:00 am – 6:00 pm (on-time orders only)
  - Thursday, May 10, 11:00 am – 8:00 pm (late attire orders accepted\*\*)
  - Friday, May 11, 11:00 am – 6:00 pm
  - Monday, May 14, 10:00 am – 4:00 pm
  - Tuesday, May 15, 10:00 am – 4:00 pm

**\*\*We strongly recommend that you order your attire on time.\*\***

### When/how do I return my academic attire?

- If you are attending All-University Commencement on Wednesday, May 16, do not return your attire at Yankee Stadium.
- You can return your attire at the [NYU Bookstore](#) (726 Broadway) after the ceremony on Friday until 7:00 pm. Attire can also be returned on Saturday, May 19 (10:00 am – 6:00 pm), Sunday, May 20 (11:00 am – 6:00 pm), or Monday, May 21 (9:00 am – 8:00 pm).
- Attire kept beyond 8:00 pm on the 21<sup>st</sup> must be mailed back to Herff Jones (address can be found on the [All-University Commencement website](#)).

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## Ticket Distribution

### When/where do I pick up my tickets?

- Degree candidates will pick up their tickets from the NYU Box Office\*\*, located in the Skirball Lobby at 566 LaGuardia Place between the hours of 12:00 – 6:00 pm on the following dates:
  - Monday, May 14 (\*\*DISTRIBUTION MOVED TO KIMMEL CENTER LOBBY TODAY)
  - Tuesday, May 15
  - Wednesday, May 16
  - Thursday, May 17
- There will be no tickets available at the venue on Friday, May 18.
- There will be a will call at the Information Table in the main lobby if you wish to leave tickets that morning for your guests to claim.