COMMENCEMENT GUIDE FOR FACULTY

This Graduation Guide provides helpful details about for your participation in the commencement ceremony. This year will mark the 51st ceremony for John Jay College of Criminal Justice. The ceremonies will be on **Wednesday, June 1, 2016** at the **Theatre at Madison Square Garden**, which is located on 4 Pennsylvania Plaza New York, NY 10001

**FACULTY** Please enter through the main MSG Theatre entrance at 4 Pennsylvania Plaza and follow directional assistance and signage to guide you to faculty robing. Please note that **students & guests** will also be arriving at the entrance at 4 Pennsylvania Plaza.

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**GETTING THERE**

Public transportation is available at [Madison Square Garden](http://www.madisonsquaregarden.com). Please check the Madison Square Garden website for details.

**By Bus:** M4, M10, M16, M34 and Q32 to 7th Ave/Penn Station

**Subway:** The following trains stop at:

- **7th Avenue (34th Street-Penn Station):** 1 2 3
- **8th Avenue (34th Street-Penn Station):** A C E
- **34th Street and Avenue of Americans (6th Ave – 1 city block away):** B D F N Q R

**By Car:** For those travelling by car, please consult the [Madison Square Garden](http://www.madisonsquaregarden.com) website.

**Parking:** While there is no parking at Madison Square Garden, there are many parking garages in the vicinity.

- **Park Fast**
  - Tel - 212-695-4221 or 212-502-4885
  - Web [www.parkfast.com](http://www.parkfast.com)
- **Central Parking System**
  - Tel - 800-836-6666
- **Little Man Parking**
  - Tel - 212-564-9409
  - Web [www.littlemanparking.com](http://www.littlemanparking.com)
- **Meyers Park**
  - Tel - 212-279-7310
- **Sandy Parking**
  - Tel - 212-398-0547
- **Quik Park**
  - Tel - 212-947-5805
  - Web [www.quikparkgarages.com](http://www.quikparkgarages.com)
ARRIVAL TIME – PLEASE BE ON TIME!

Please arrive by 9:30 a.m. for the 10:30 a.m. ceremony.
The MORNING CEREMONY is for recipients of the following degrees and certificates.


Please arrive by 2:30 p.m. for the 3:30 p.m. ceremony.
The AFTERNOON CEREMONY is for recipients of the following degrees and certificates.


All Certificates: Crime Prevention and Analysis, Dispute Resolution, Forensic Accounting, Spanish Legal Interpretation, Spanish Legal Translation, Spanish Legal Translating and Interpretation, and Terrorism Studies.

CONFIRM YOUR ATTENDANCE

Full-time faculty members are expected to attend commencement; part-time faculty members are encouraged to attend. Please email your name to commencement@jjay.cuny.edu indicating which ceremony you will attend so that the appropriate seating arrangements on stage can be made.

Meals are not provided during commencement. Faculty is provided with water under their chairs on the stage. Please note that the ceremonies are recorded. Please refrain from grading papers, using headphones, reading or doing any activities that distract from the ceremony. If you have questions, please direct them to commencement@jjay.cuny.edu.

FACULTY WITH SPECIAL NEEDS

Any faculty person with special needs, who will require assistance on the day of commencement, must contact Carrie Dehls of Human Resources at 212-237-8504 or cdehls@jjay.cuny.edu. It is important to do so in advance of Commencement day. Please enter at the 4 Penn Plaza entrance of MSG Theatre. Volunteer staff will be at this location during the ceremonies.

FACULTY REGALIA

You must wear the appropriate academic regalia if you plan to be part of the procession and be seated on the stage. Please note that the college has a new regalia vendor. Oak Hall Cap & Gown is John Jay College’s exclusive vendor. Orders are done online and your regalia will be mailed directly to the Provost’s Office – you will be notified when it is ready for pickup.

You may begin to order your regalia on January 15, 2016. The deadline to order is May 1, 2016. Please visit the graduation web page to access the link or call 1-800-456-7623 to place your order after January 15, 2016. If you do not order by the deadline you will incur an additional shipping charge of $20.00.

THERE WILL BE NO RENTING OF ACADEMIC ATTIRE ON GRADUATION DAY AT MADISON SQUARE GARDEN THEATRE. ALL ORDERS MUST BE DONE IN ADVANCE.

Regalia will be collected by Maribel Perez and her team at the Theatre at Madison Square Garden following the morning ceremony ONLY. Faculty participating in the afternoon ceremony must return their regalia to the Provost’s Office by Monday, June 6th. If you have questions or concerns email commencement@jjay.cuny.edu.
FAMILY AND GUESTS

Doors open for seating at 9:00 am or 2:00 pm for the morning and afternoon ceremonies respectively. Guests should enter at the 4 Penn Plaza entrance. There will be THREE TICKETS PER GRADUATE. Children, with the exception of infants and toddlers who can remain on an adult’s lap, must have a ticket.

Family members and guests should be seated in the theatre no later than 9:45AM or 2:45PM. Anyone arriving after 10:15AM or 3:15PM may not be allowed to enter until after the graduates have been seated.

Please be aware that if you leave the Theatre at Madison Square Garden, you will not be permitted to reenter. After the ceremony, all graduates and their guests will be directed to an exit depending on their seating location. Please plan to meet family and friends at a pre-arranged location after the ceremony. The Graduation Ceremony is approximately three hours long and it may be difficult for a child to remain seated for the entire ceremony. Please do not make lunch reservations before 1:30pm or dinner reservations before 6:30 pm.

OTHER INFORMATION

Volunteering
Faculty who do not wish to process have the opportunity to volunteer for other tasks. Please contact Rosann Santos-Elliott at rsantos-elliott@jjay.cuny.edu if you are interested in this option.

Live Streaming
Live Streaming, which refers to content delivered live over the Internet, will be available via the college’s website. A recording of the ceremony will be available on the college’s YouTube Channel a few days after the ceremonies.

Graduation Program
Each graduate will receive a program that will list the Order of the Exercises for the day, the names of all graduates, and full details about the ceremony. Please note that if you have not been approved to graduate by the Registrar by May 1, 2016, your name may not appear in the program.

Contact Information
Please contact the Office of Student Transition Programs at graduation@jjay.cuny.edu for more information. The email will be checked daily until 5pm on May 31st.

THANK YOU FOR YOUR PARTICIPATION ON THIS SPECIAL DAY FOR THE GRADUATING CLASS OF 2016!