COMMENCEMENT GUIDE FOR STUDENTS

This Graduation Guide provides helpful details for your participation in the commencement ceremony. This year will mark the 49th ceremony for John Jay College of Criminal Justice. The ceremonies will be on **Wednesday, June 3, 2015 at the Theatre at Madison Square Garden**, located at 4 Pennsylvania Plaza New York, NY 10001

**STUDENTS** – Please enter through the main MSG Theatre entrance at 4 Pennsylvania Plaza and follow directional assistance to guide you to student robing.

**GUESTS** – Please enter through the main MSG Theatre entrance at 4 Pennsylvania Plaza and follow directional assistance to guide you to your seat.

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**GETTING THERE**

Public transportation is available at Madison Square Garden. 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 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 9:00 a.m. for the 10:30 a.m. ceremony.
The MORNING CEREMONY is for recipients of the following degrees and certificates.
**Degrees:** Correctional Administration, Correctional Studies, Criminal Justice, Criminal Justice Management, Economics, Fire and Emergency Service, Fire Science, Police Studies, Protection Management, Public Administration, Security Management, & All Associate Degree Students.
**Certificates:** Crime Prevention and Analysis, Forensic Accounting, Terrorism Studies

Please arrive by 2:00 p.m. for the 3:30 p.m. ceremony.
The AFTERNOON CEREMONY is for recipients of the following degrees and certificates.
**Certificates:** Dispute Resolution, Spanish Legal Interpretation, Spanish Legal Translating and Interpretation.

ORDERING ACADEMIC REGALIA (CAPS AND GOWNS), RINGS AND ANNOUNCEMENTS

Oak Hall Cap & Gown is John Jay College’s exclusive vendor. Orders are done online and your regalia will be mailed directly to your home. You may begin to order your regalia on **January 15, 2015**. Please visit the [graduation webpage](#) to access the link or call 1-800-456-7623 to place your order. **The deadline to order is May 1, 2015.**

Balfour is the exclusive vendor for John Jay College’s rings and graduation announcements. Graduate announcements are **not** tickets. The announcements may be used as an invitation to distribute your three tickets or they can be used to invite family and friends to a graduation party or to simply announce your accomplishment to family and friends, whether or not they are invited to the commencement ceremony.

Balfour will be in the Kroll Atrium during the following 2015 dates and times to take ring and announcement orders. Balfour will also be in attendance at Graduate Salute on May 12 and 13.

- February 9-10-11 from 11-6pm
- March 17-18-19 from 11-6pm
- April 14-15-16 from 11-6p

**ROBING**

To help you look your best in your academic attire, John Jay staff will be available to provide assistance.
Remember to bring your robe, hood, cap, and tassel with you. If you are graduating with honors, remember to bring your honor’s cord. Upon arriving, you will be directed to the robing area by college staff. **There are no lockers or storage spaces to secure your personal items.** Bags, cameras, and phones should be left with your family members. You may be standing for close to an hour before the procession into Madison Square Garden begins. Wear comfortable shoes and dress accordingly.

**Tassel Tip:** Use a safety pin to secure your tassel to the cap. It may easily fall off without one.

*PLEASE DO NOT SHOW UP TO MADISON SQUARE GARDEN WITHOUT A CAP AND GOWN. THERE WILL BE NO EXTRA REGALIA AVAILABLE ON THE DAY OF COMMENCEMENT.*
**GRADUATION ETIQUETTE**
This is a time to celebrate your years of hard work and accomplishments. It is also an opportunity for the College to celebrate your achievements. We have a high expectation that graduates and their family members will remain for the entire ceremony. Please do not leave before the faculty have left the stage and stay in your seats until everyone's name has been called. It is disrespectful to your fellow graduates. Graduate is a community celebration and everyone deserves their moment without disruption. Please click here or a complete list of the Graduation Etiquette and Decorum.

**FAMILY AND GUESTS**
Doors open for seating at 9:00 a.m. or 2:00 p.m. for the morning and afternoon ceremonies respectively. Guests should enter at the 4 Penn Plaza entrances. There will be 3 TICKETS PER GRADUATE. Children, with the exception of infants and toddlers who can remain on an adult’s lap for three hours, must have a ticket.

Family members and guests should be seated in the Theatre at Madison Square Garden no later than 9:45 a.m. or 2:45 p.m. Anyone arriving after 10:15 a.m. or 3:15 p.m. 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 re-enter. 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 3 hours long and it may be difficult for a child to remain seated for the entire ceremony. Please do not make lunch reservations before 1:30 p.m. if you are attending the morning ceremony or dinner reservations before 6:30 p.m. if you are attending the afternoon ceremony.

**GUESTS WITH SPECIAL NEEDS (Enter via 4 Penn Plaza Entrance)**
Seating arrangements for guests with special needs may be made in advance through the Office of Accessibility Services. Please contact Ms. Nadia Griffith-Allen at 212-237-8119/ngriffith@jjay.cuny.edu. Guests who have difficulty walking may want to arrive early to allow extra time to get to their seats and must enter via the 4 Penn Plaza entrance. Robed college staff will be available to direct guests with special needs to their seats via accessible routes.

**MEDIA**

**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.

**Photographs**
GradImages will take professional photographs of the commencement ceremony to capture your special day. We ask that guests sit back, enjoy the moment and leave the photos to us.

Students will be provided with a photographer’s card upon arrival at Madison Square Garden. You will receive an email from GradImages containing a proof and additional information about purchasing photographs a 24-48 hours after commencement. There is no obligation to purchase.

Please ask your guests to remain in their seats. They should not come forward for pictures that would block the view of other guests or that hinder the work of our professional photographers. There will be many opportunities for pictures after the ceremony.
OTHER INFORMATION

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, 2015, your name may not appear in the program.

Contact Information
Please contact the Office of Student Transition Programs at graduation@jjay.cuny.edu or call 646-577-4888 for more information. The email will be checked daily until 5 p.m.

Survey
John Jay College continues to strive to make commencement better and to make it a special experience for the graduates and their families. After the ceremony, you will receive an email asking you to fill out an assessment of commencement. Please do so and you will be entered in a drawing to win John Jay College merchandise.

CONGRATULATIONS TO THE CLASS OF 2015!