

To: Members of the Class of 2015

From: Sherrie VanArnam, Assistant Dean of Students

Dear Graduate,

Congratulations! We hope that you are looking forward with great enthusiasm to your upcoming Commencement on SATURDAY, MAY 23, 2015. It is important that you read this letter very carefully because we do not have a formal practice for Graduation.

S A T U R D A Y, M A Y 2 3, 2 0 1 5

- 1. Arrive at the Marriott at the Brooklyn Bridge, 333 Adams Street, between 10-10:15 a.m.**

Your Guests will be allowed into the auditorium at approximately 10:30am; seating is open on a “first come” basis. Only ticket holders will be allowed to enter so be sure your guests bring their tickets. Each guest, including small children, must have a ticket.

- 2. After you enter the Marriott on Adams Street, proceed up the stairs, elevator or escalator and go to the right, directly to the LEGENDS BALLROOM where you will line up. We strongly advise that you leave any purses, keys, cell phones, etc. with your family because there will not be a place to secure them. Do NOT bring cell phones into the ceremony.**

- 3. Graduates will dress in academic attire: black gown, cap w/SJC logo and tassel (Bachelor's: over right eye; Master's: over the left eye). Members of Student Government should wear their gold tassels as a sign of office. Arts & Sciences grads are encouraged to wear the SJC pin presented at Investiture. Students in the Honors Program and Military Students will wear cords.**

The ACADEMIC HOOD (B.A. - white velvet; B.S. - gold; Master's - blue, drab, brown, peacock, or apricot) is carried over your left arm, with the velvet toward the wrist. This hood will be placed on your shoulders by a faculty member during the ceremony. Some students will be hooded by members of their family.

- 4. An usher will be stationed at the Legends Ballroom entrance to give you a yellow card with a seat assignment which will place grads in alphabetical order for seating at the ceremony. You will be seated by *MFA, Master of Arts, Master of Science, Bachelor of Arts and Bachelor of Science***

degrees.

5. **Additional instructions will be given in the line-up area, so *please be on time and listen carefully.* We begin lining up at 10:40 a.m. and the procession starts promptly at 10:55 a.m.**

The Order of Procession: Grand Marshall, Honor Guard/Flag Bearers, Master's Graduates, Undergraduates - Arts & Sciences and Professional Studies, Alumni, Alumni Parents, Faculty and Staff, Honored Guests, Administrators.

6. **The PROCESSION leaves the Legends Ballroom with each group marching behind a processional banner. Those starting rows will be informed.**

7. **When you get to your seat, remain standing until the entire procession including faculty and administration go onto the stage. Then, everyone is asked to join in singing the Star Spangled Banner.**
****** Men should remove their caps during the National Anthem.**

8. **When the President of the College, Dr. Jack Calareso, arrives at the podium, be seated.**

9. **You will be happy to know that this part of the ceremony is not too long! However, all of the speakers have prepared their remarks for you, the Class of 2015, so...please give them your respectful attention and respond with enthusiastic applause! Your Commencement Speaker is the College's Provost, S. Loretta McGrann, who will be retiring in June.**

Following the "Greetings to the Graduates" by Dean Rehmann, the Valedictorian representing the Professional Studies Program will be announced. As Eustecia Herman is asked to come forward, please **STAND and REMAIN STANDING until she reaches the podium, then be seated. When Eustecia's speech is completed, please give her a standing ovation until she returns to her seat.**

10. **At this point in the program an Honorary Degree will be conferred on S.**

Loretta who will deliver the Commencement Address. Please give her your full attention as she speaks.

11. **A Musical Selection, performed by our own "trio" of Dr. Hanophy (faculty), Christian Branch (staff) and Eric Kramer (graduate) will follow the Commencement Address.**

12. Dr. Calareso will return to the podium to introduce the Arts & Sciences Valedictorian, David Louison, and invite him to come forward to address the

Class of 2015. When David stands and begins walking to the steps, please **STAND and REMAIN STANDING** until he reaches the podium, then

be seated. When David's Valedictory speech is completed, please give him a standing ovation and remain standing until he returns to his seat.

13. AND NOW... THE REWARD FOR YOUR YEARS OF STUDY...YOUR DIPLOMA!

All Master's Degrees will be awarded first. Mr. Christopher Carroll,

representing the Board of Trustees will make the Statement of Conferral. **ONLY MASTER'S GRADS SHOULD STAND WHEN INSTRUCTED.**

After the conferral, the **MASTER OF FINE ARTS IN CREATIVE WRITING CANDIDATES** will exit the row into the **CENTER AISLE** as **DIRECTED** by **Jaime Vacca-Hoefner and Karen Pane.** Move to the staircase on the **LEFT** (facing stage). Go to #14 and read instructions for **HOODING AND RECEIVING YOUR DIPLOMA. ALL OTHER MASTER'S GRADS SHOULD SIT UNTIL YOUR DEGREE IS CALLED!**

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AFTER ALL MASTERS' DIPLOMAS ARE GIVEN OUT, THE BOARD OF

TRUSTEES REPRESENTATIVE WILL RETURN TO THE PODIUM TO READ

THE AWARDING OF BACHELOR'S DEGREES: BACHELOR OF ARTS AND BACHELOR OF SCIENCE.

ALL BACHELOR'S CANDIDATES—UNDERGRADUATE AND PROFESSIONAL STUDIES---SHOULD STAND WHEN INSTRUCTED.

LISTEN CAREFULLY FOR: "WILL THE GRADUATES COME FORWARD TO

RECEIVE THEIR DEGREES." The **FIRST ROW** of Bachelor of Arts should move **INTO THE CENTER AISLE** and **GO TO THE LEFT STAIRCASE.** All

other rows should **SIT DOWN** so that everyone can see what is

happening

on the stage. Bachelor of Science are next; then Professional Studies.

14. When you reach the lower platform, Sherrie Van Arnam will place the hood in your hands. Be sure that you have the yellow card which was given to you in the line-up room! You will move to the base of the platform to either one of the faculty members who will place the hood on your shoulders. Go to

the stairs, up the steps onto the lower platform, and then one step up onto the main stage, walk toward the podium, and hand your yellow card to the person before the podium. When your name is announced, proceed to President Calareso. **Take the DIPLOMA with your LEFT hand; SHAKE HANDS with your RIGHT.**

Continue across the stage, go down the stairs and proceed to the area where a photographer will have you stop to pose for a picture. After your picture has been taken, return to your seat. Note: If you are sitting on the right side facing the stage, go directly to your seat. If you are sitting on the left side facing the stage, you will go to the back of the room and up the side aisle to your seat. **SJC ushers will be there to indicate the route all along the way.**

The next row of students should rise and go to the stairs when the **last one in the row ahead** reaches the LOWER PLATFORM. Maintain a steady line moving to the stage. Staff will be there to direct you.

WALK SLOWLY AND CAREFULLY. BEST ADVICE: FOLLOW THE PERSON IN FRONT OF YOU. AS YOU CROSS THE STAGE, IT IS TIME TO SMILE AND APPRECIATE ALL THAT YOU HAVE ACCOMPLISHED! ENJOY THAT SPECIAL MOMENT.

15. HONORS: All grads will get a copy of the program in the line-up room, so

you will be able to check if you have earned HONORS. After all degrees

have been awarded, Dr. Hanophy will announce DEPARTMENTAL HONORS. As your name is called, **STAND AND REMAIN STANDING UNTIL**

ALL NAMES in YOUR DEPARTMENT HAVE BEEN READ, THEN SIT DOWN.

Dr. Rehmann will read the names of students in the **PROFESSIONAL**

STUDIES PROGRAM who have received SENIOR HONORS. Stand as your

name is called and remaining standing until the entire list has been read.

STUDENTS WHO HAVE EARNED PERMANENT MEMBERSHIP IN SIGMA

IOTA CHI (marked by an * on the program) will be going up on the stage to

receive a key. Follow the same protocol as receiving your diploma. Go up the left, cross the stage, shake hands and receive key, and go down stairs on the right, back to your seat.

16. Dr. Rehmann will make a few more remarks. **STAY ALERT FOR HER INSTRUCTIONS! ALL BACHELOR DEGREE STUDENTS WILL BE ASKED**

TO STAND FOR THE “MOVING OF THE TASSELS” FROM THE RIGHT TO

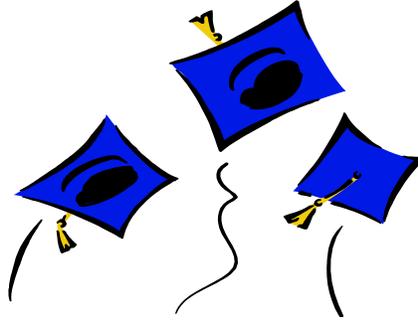
THE LEFT. THEN, ALL MASTER’S STUDENTS WILL BE INVITED TO STAND. ALL GRADUATES WILL BE INSTRUCTED TO FACE THE AUDIENCE TO RECEIVE CONGRATULATIONS.

17. BENEDICTION: **MEN should remove their caps.**

When the Benediction is over, **REMAIN STANDING. The procession banners will come down the aisles to lead you out of the auditorium and back to the line-up room where you can pick up your diploma (provided all tuition, fees, etc. have been paid.)**

The procession will go in reverse order with Faculty/Administration on the stage exiting through a side door. When the stage is clear, Jaime will direct you to recess in order, down the middle aisle behind your degree banner. Before you leave the room.....

**CONGRATULATIONS! CELEBRATE!!
AND MAKE SOME NOISE!!!**



*FINAL REMARKS...PLEASE READ THE
FOLLOWING:*

ARRIVE AT THE MARRIOTT BETWEEN 10 AND 10:15 A.M. LATEST!!!

***YOU WILL RECEIVE YOUR DIPLOMA IMMEDIATELY AFTER GRADUATION PROVIDED THAT TUITION, FEES, LIBRARY FINES, ETC. HAVE BEEN PAID). YOU WILL NEED A PICTURE ID IN ORDER TO GET YOUR DIPLOMA.**

IF YOU CANNOT ATTEND GRADUATION AND YOU HAVE NOT ALREADY NOTIFIED THE OFFICE OF STUDENT LIFE OR THE REGISTRAR'S OFFICE, PLEASE DO SO IMMEDIATELY. THIS IS IMPORTANT BECAUSE WE LINE UP IN ALPHABETICAL ORDER.

A N N O U N C E M E N T S :

1. If you have not picked up the CAP AND GOWN that you ordered, come in IMMEDIATELY to the Student Life Suite, Room 101B for Arts & Sciences or to Lorenzo Hall for Professional Studies students. If you need the "SJC" cap, and/or tassel with '15 tag, it isn't necessary to come in to pick one up. All will be available on graduation day in the line-up room.
2. Tickets for Commencement should have been picked up by May 20th. If you requested extra tickets via Stulife.bk@sjcnj.edu you will receive a confirmation email to pick up ASAP.
3. Paid parking at the Marriott is next door in a public garage.
4. Some students will be hooded by alumni parents/children/spouses. If you have someone in one of these categories who graduated from St. Joseph's, and you have not informed us, please do so immediately! If you have another relative who is an SJC grad and he/she would like to march with the Alumni Association in the procession and be seated in the reserved section, please call Mary Jo Chiara at 718-940-5574. The Alumni Office will provide academic attire.
5. Each grad will be photographed by a professional photographer as s/he receives the degree on stage and again as s/he stops at a designated location off-stage. We ask that family members refrain from standing in the aisles to take photos or videos. You may purchase a photo package from Island Photography who will contact you after graduation.

6. Any graduate or guest needing special assistance for themselves or for a family member should contact Elizabeth Mocete at (718-940-5799) immediately to get information on parking, special needs access and seating arrangements.
7. There may be vendors outside the Marriott selling graduation gifts. Note that the venue does not allow balloons inside the auditorium, so advise your guests to buy them after the ceremony.

*This is the final opportunity for us to say "Thank you" to the members of the
CLASS OF 2015.*

*Each of you has made a contribution in your own unique way, and we assure
you that there will always be a place for you at St. Joseph's College.*

*Our graduation wishes for you are to be happy and fulfilled as you take the next
steps; to cherish the people and experiences that have filled your years at SJC;
and to use your education to make a difference!*

Congratulations and Best Wishes!

The Office of Student Life