

# **St. Joseph's College**

*Everything You Need to Know  
About Graduation Events*

**Tuesday, May 27, 2008**

(Tentative until January)

**Nassau Coliseum**

**At 6:00 p.m.**

Dear Graduates,

(Including the Class of Aug. 2007, Jan. 2008, and May 2008)

Congratulations on your Graduation. We know how hard you have worked for this day, and we want to make the Commencement celebrations as special as possible for you and your family.

This information is designed to help you remember the dates, times, directions, and deadlines for all Commencement events. Please take the time to read this so that you can refer to it as needed.

If you have any questions, call the Office of Student Life at 447-3224. We look forward to seeing you at all of these events.

Sincerely,

Marian Russo  
Director of Co-Curricular Activities

# GRADUATION EVENTS

## **CAP & GOWN PICKUP DAY**

**Wednesday, May 14, 2008 from noon to 7:00 p.m.**

### **Cafeteria**

Every graduate must come in person or send someone to purchase his/her academic attire including a graduation hood, as well as to pick up tickets to the Baccalaureate Prayer Service (**2 tickets**), and guest passes for Commencement (**unlimited tickets**). Plus one graduate pass for access to the Lower Level.

## **BACCALAUREATE PRAYER SERVICE & REFRESHMENTS**

**Wednesday, May 21, 2008 at 7:00 p.m.**

### **On the SJC Campus in the Auditorium**

The Baccalaureate Prayer Service offers St. Joseph's community an opportunity to join with graduates and their families and friends in celebrating the blessings of the years spent at St. Joseph's College through prayer and reflection. The Convocation will be followed by refreshments in the McGann Conference Room. Each graduate may receive tickets for 2 guests. **You may request extra tickets** if they are available after Cap and Gown Pickup Day from the Office of Student Life. Also, please plan to take informal pictures of faculty and staff members at this time if you so desire as you might have difficulty doing so at the Coliseum.

## **COMMENCEMENT**

**Tuesday, May 27, 2008 at 6:00 p.m.**

**At the Nassau Coliseum – Please fill out attendance form**

**immediately !!! (Last Page (p.12) on website and in booklet)**

Commencement will last about 2 hours. There is no limit to the number of guests you may invite, but each one must have a guest pass for admission to the Coliseum. These will be distributed on Cap and Gown pickup Day (**May 14, 2008**). Only graduates need a special pass to gain access to the line-up area on the lower level.

**For your information:** Please take informal family pictures **BEFORE LINE-UP TIME AT GRADUATION**. The coliseum closes its doors immediately after commencement.

# WHAT YOU NEED TO KNOW

**NO DIPLOMAS WILL BE AWARDED UNLESS ALL FINANCIAL OBLIGATIONS TO THE COLLEGE HAVE BEEN MET. THIS INCLUDES:** tuition payments, parking fines, textbook advance loans, graduation fee, video-course tapes, team uniforms, or any other outstanding college debts. Because it takes 10 business days for checks to clear, the only types of payments we will accept after May 17, 2008 are cash, certified checks, and credit cards (VISA, MasterCard, and Discover only).

**FINANCIAL AID EXIT INFORMATION:** If you have received one or more Federal Stafford Loans Subsidized or Unsubsidized Loans as an undergraduate/graduate student, **you must have an exit interview before graduation.** This is a federal regulation and you must comply. St. Joseph's has provided you with the opportunity to satisfy the interview requirement on your own time on your computer. This address is [www.mapping-your-future.org](http://www.mapping-your-future.org) or HESC.org. We will receive an electronic confirmation that you have successfully completed the interview. We also have scheduled in person exit interview sessions here on campus. **\*Please Note: Dates and times will be listed in the "Jotter". For additional information, contact the Office of Financial Aid at 447-3214.**

**DISABLED SERVICES:** The Coliseum provides areas for wheelchair seating, plus an area for one additional guest at the following gates: G10, G11, G12, G13 and G14. There are two rows at each gate that can be used for those that have difficulty with stairs. Family members are able to sit close by, but the "Easy Access" rows are limited per gate.

\*Coliseum ushers will provide directions to seating should there be any additional questions or concerns. Should a guest or graduate need special seating for Baccalaureate, please contact Loraine Lerche at 447-3317 by April 15, 2008. **If a graduate has a special request for seating or stage access, please call Loraine Lerche by April 15, 2008 and accommodations will be made at the Coliseum. All Commencement guests will be accommodated by the staff of the Nassau Coliseum upon arrival.**

**DEGREE DISTRIBUTION:** Those graduating in August 07, January 08, or Intersession 08 and not walking at Commencement are invited to pick up their degrees on Tuesday, February 12, 2008, in the Shea Conference Room from 8am to 7pm. The degrees will be distributed by the Registrar's Office.

# CAP & GOWN PICK UP DAY

**Wednesday, May 14<sup>th</sup> ~ 12:00 p.m. to 7:00 p.m.  
In the Cafeteria**

You do not have to pre-order your cap, tassel, gown and hood. All items can be purchased on Cap & Gown Pickup Day, **Wednesday, May 14<sup>th</sup>, from 12:00 p.m. to 7:00 p.m. ~ in the cafeteria.** After May 15<sup>th</sup>, you may purchase your attire in the College Bookstore.

## **“Bookstore Hours”**

May 13<sup>th</sup> – 17<sup>th</sup>

*Monday 9am-7pm ~ Tuesday 9am-7pm ~ Wed. & Thurs. 9am-4pm ~ Friday 9am-1pm*

May 19<sup>th</sup> – 23<sup>rd</sup>

*Monday 9am-6:30pm ~ Tues. Wed. & Thurs. 9am-3:00pm ~ Friday -CLOSED*

**Payments may be made by credit card, cash or check.**

**Please Note: You may use any black cap and gown that you already own.  
Purchase only what you need.**

The prices are as follows:

### **BACHELOR**

Complete Bachelor Set - \$61.60

Set without hood - \$43.00

Hood - \$27.00 (*everyone needs a hood*)

Gown alone - \$29.00

Cap alone - \$11.00

Tassel - \$6.00

### **MASTERS**

Complete Masters Set - \$67.40

Set without hood - \$50.00

Hood - \$32.00 (*everyone needs a hood*)

Gown alone - \$33.00

Cap alone - \$11.00

Tassel - \$6.00

# ACADEMIC ATTIRE

## CAP, GOWN, TASSEL, AND HOOD

### Tassels

Black.....All Students

Gold.....Members of the Student Senate

\* Tassels should be hung on the right side of the cap for undergraduates, left side of the cap for graduate students.

**HOOD: Before you receive your diploma, you will have your hood placed on your shoulders by a member of the faculty. Hoods are lines in the College colors (Gold and White) and bordered with a color that indicates the wearer's degree. They are as follows:**

**CORDS: Please note that only gold and white cords representing Kappa Gamma Pi, Delta Epsilon Sigma, or Sigma Iota Chi are considered acceptable for Graduation.**

### *School of Arts and Sciences:*

*Bachelor of Arts (B.A.)*.....White Border

Majors: Biology, Child Study, English, History, Human Relations, Mathematics, Psychology, Social Sciences (Economics, Political Science, Sociology), Speech Communication, Spanish

*Bachelor of Science (B.S.)*.....Gold Border

Majors: Accounting, Biology, Business Administration, Computer Information Systems, Mathematics, Math/Computer Science, Recreation

*Master of Arts (M.A.)*.....Blue Border

Infant/Toddler Early Childhood Special Education

### *School of Professional and Graduate Studies:*

*Bachelor of Science (B.S.)*.....Gold Border

Majors: Community Health and Human Services, Computer Information System, General Studies, Health Administration, Nursing, Organization Management

*Master of Science (M.S.)*.....Drab Border

Management

*Executive Master of Business Administration (EMBA)*....Drab Border

*Master of Science with a Major in Nursing (M.S.)*.....Apricot Border

Clinical nurse specialist in adult health, Nursing education

# Graduation 2008

## Nassau Coliseum 6:00 p.m.

### Doors will not open until 5:00 p.m. for graduates and guests

All graduates and guests should enter the Coliseum using the North and South gates by the Ticket Office

- Lineup:** 5:30 p.m. Sharp! – Exhibition Hall – Lower Level  
GRADUATES who arrive after 6:00 p.m. must report to a SJC volunteer, or SJC security by the arena entrance, to be seated.
- Parking:** There is ample parking at the Coliseum, including handicapped accessible parking. Parking is free.
- Personal Items:** Should be locked in you car (out of sight or left in the trunk) or left with your guests. This includes cell phones.
- Picking Up Diplomas:** Diplomas will be distributed in the Exhibition Hall in the Nassau Coliseum for one half hour immediately following Commencement. School of Arts and Sciences students who have completed their degree requirements in May 2008 and are not planning to attend the Commencement exercises may pick up their diploma beginning Wednesday, May 28, 2008, in the Office of the Registrar, Room N207. Graduates from the School of Professional and Graduate Studies can pick up their diplomas from Room W305. If you are unable to pick up your diploma, you must request in writing to have it mailed to you. Please address your request to:
- St. Joseph's College, The Office of the Registrar***  
**155 West Roe Boulevard**  
**Patchogue, NY 11772**
- \* Your request must include a check for \$15.00 (to cover the cost of certified mail), made payable to St. Joseph's College.
- Photographs:** Professional photographers will be at the ceremony to take an informal picture when you receive your diploma as well as a formal Commencement portrait. They will contact you sometime after graduation about purchasing finished prints. For anyone else who is taking photos, please follow the directions of the ushers. **Guest access to the arena is prohibited.** Please take any informal family pictures **BEFORE** the ceremony. The Coliseum will close shortly after Commencement.

# REMEMBER

Only students who have fulfilled ALL requirements for the degree;

- Completion of the 128 Credits (undergraduate only)
  - Completion of Liberal Arts Core
  - Completion of Major

**Are eligible to graduate in May of 2008.**

All students are encouraged to participate in Commencement events. Students graduating in August, December, or Intersession are also invited to pick up their diplomas on February 12, 2008. Diplomas will be available from 8am to 7pm in the Shea Conference Room on the first floor of O'Connor Hall. At this time, if you have not already done so, you will have another opportunity to fill out the attendance form indicating whether you will be participating in the Commencement events, particularly Graduation on May 27<sup>th</sup>. Again, all graduates are invited to walk in May. E-mail Sister Karen Donohue at [kdonohue@sjcny.edu](mailto:kdonohue@sjcny.edu) or Gianna Hooper at [ghooper@sjcny.edu](mailto:ghooper@sjcny.edu) if you have not completed and returned the Attendance Form provided in this information pack by the April 15<sup>th</sup> deadline. This includes all May 2008 graduates.

*Any problems or questions concerning your Status, please contact:*

**For School of Arts and Sciences**

*Chrissy Hoffer – Asst. to the Registrar*

Room N207, call 447-3235, or email – [choffer@sjcny.edu](mailto:choffer@sjcny.edu)

**For School of Professional and Graduate Studies**

*Jaclyn Allen – Sr. Administrative Asst.*

Room W303, call 447-8882, or email – [jallen@sjcny.edu](mailto:jallen@sjcny.edu)

**For the Master of Arts Program**

*S. Miriam Corr*

Room E323 or call 447-1565

**For the Master of Science Program**

*Mary Chance*

Room 2-3, BT Building or call 447-3390

**For the Master of Science with a Major in Nursing Program**

*Dr. Barbara Sands*

Room N329 or call 447-3256

# ALUMNI HOODING ACADEMIC EVENT

Hooding is an academic privilege reserved for the faculty, and represented from all schools by seniority. However, this privilege is extended to SJC alumni who are **parents, children, or spouses of the graduate.**

If you have a **parent, spouse or child** who is a graduate of St. Joseph's College, and you would like to be hooded by this person, please complete the following form and return it to the Office of Student Life by April 1, 2008 to Bryan Gill in the Student Life Office.

**Any orders received after this date will not be filled.**

Graduate's Name: \_\_\_\_\_

Graduate's Major: \_\_\_\_\_

Graduate's Phone #: \_\_\_\_\_

**All the remaining questions pertain to the parent, spouse, or child:**

Relative's Name: \_\_\_\_\_

Relationship to Graduate: \_\_\_\_\_

SJC Class of: \_\_\_\_\_

Major/Degree: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Telephone #: \_\_\_\_\_

ACADEMIC ATTIRE IS REQUIRED FOR THE PARENT, SPOUSE OR CHILD HOODING THE GRADUATE. Need Attire? YES or NO

Height \_\_\_\_\_ Weight \_\_\_\_\_ Gown \_\_\_\_\_ Cap \_\_\_\_\_ Hood \_\_\_\_\_

Most recent Degree earned \_\_\_\_\_

Name of University or College \_\_\_\_\_ Location \_\_\_\_\_

Please call the Student Life Office at 447-3331 for additional information.

A coliseum pass will be mailed to the hooder only, with detailed information concerning time, meeting location, and procedures for hooding privilege.

**Baccalaureate Prayer Service & Commencement  
Attendance Form**

**Due: April 15, 2008 (The latest)**

**Please fill out the following form  
Return to Sister Karen Donohue N306 - N304  
O'Connor Hall  
St. Joseph's College  
155 W. Roe Blvd.  
Patchogue, N.Y. 11772**

**Baccalaureate Prayer Service**

***Wednesday, May 21, 2008 at 7:00 p.m. in the Auditorium***

- Two tickets for the Baccalaureate will be reserved for you if you plan to attend.
- Tickets will be distributed on Cap & Gown Pick Up Day which is May 14, 2008 in the cafeteria from noon to 7:00 p.m.
- Baccalaureate Graduate Line Up is at 7:15 p.m. in the North Wing Hall located by the Registrar's Office.

**\*\*\*\*\* ATTIRE – ACADEMIC GOWNS \*\*\*\*\*  
(No caps, hoods, or tassels)**

Name \_\_\_\_\_

Please Check: I will attend \_\_\_\_\_

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**Commencement - Tuesday, May 27, 2008**

Name \_\_\_\_\_

Please Check: I will attend \_\_\_\_\_

If you are attending, please continue to check the following:

School of Arts and Sciences (A&S) \_\_\_\_\_

or

School of Professional and Graduate Studies (PGS) \_\_\_\_\_

Degree: PGS \_\_\_\_\_ A&S \_\_\_\_\_ PGS \_\_\_\_\_ PGS Nursing \_\_\_\_\_ A&S \_\_\_\_\_ A&S or PGS \_\_\_\_\_  
E.M.B.A. \_\_\_\_\_ M.A. \_\_\_\_\_ M.S. \_\_\_\_\_ M.S. \_\_\_\_\_ B.A. \_\_\_\_\_ B.S. \_\_\_\_\_

# Attention all graduates!

If you would like to order a DVD of your graduation that would include each graduate receiving his/her degree, please complete the attached form and mail to Gianna Hooper – Rm. N304, by June 5<sup>th</sup>. Enclose a check payable to St. Joseph's College for \$20.00. The DVD will be mailed to you by late August, or earlier.

Any questions or concerns – Please contact Gianna Hooper at 447-3334

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**Graduation DVD Order Return Form**

**Spring 2008**

*Name of Graduate:* \_\_\_\_\_

*Shipping Information:*

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*Home Phone:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_

*Quantity:* \_\_\_\_\_

**Did you remember your check for \$20.00 per DVD?**

# Graduate Checklist

## Have you ...?

- Fulfilled ALL the requirements for the degree?
- Taken care of all your financial obligations to the College?
  - Tuition
  - Fees
  - Textbook Advance
  - Library Fines
  - Parking Fines
- Completed a Financial Aid Exit Interview?
- Made any necessary arrangements for disabled seating for the Baccalaureate Prayer Service if necessary?
- Sent in hooding information if you are to be hooded by an **alumni spouse, parent, or child**? By April 15, 2008.
- Made plans to purchase cap, gown, and hood on May 14, 2008 (12:00 – 7:00 p.m.) in the cafeteria if needed.
- Made plans to attend the Baccalaureate Prayer Service and the Commencement ceremony? Tickets for the Baccalaureate are limited to 2 guests. Tickets for the Graduation are unlimited.
- For all Graduates – have you filled out and returned the attendance form for the Baccalaureate Prayer Service and Commencement due April 15, 2008?