

Preparing for Graduation

Graduation Requirements

Students must satisfy all college, program, and course requirements prior to Commencement. Please contact the Registrar to ensure that we have your current contact information.

Financial Matters

Your financial matters must be settled before you can graduate.

Federal Student Loans: Per federal regulations, graduates who have taken out a Stafford (Direct) Loan and/or a Perkins Loan must complete an exit interview.

Outstanding Bills: If you have an outstanding bill, please see the **Student Accounts Office** to make arrangements for payment. Your account must be settled before you can receive your diploma and transcript.

Commencement Ticket Packets

Each graduate will receive 4 guest tickets to the Commencement ceremony. You may pick up your ticket packet from *151 Lawrence Street, 2nd Floor*, starting on July 5 during these times:

Mondays, Wednesdays and Fridays	10:00 a.m. to 6:45p.m.
Tuesdays and Thursdays	12:00 p.m. to 8:45 p.m.

The last day for pickup is July 24th.

To obtain your tickets, you will need to show a valid I.D. (preferably your ASA I.D.). Additionally, you should be cleared for graduation by all departments (see "Financial Matters" above) in order to participate in the commencement ceremony. If your name is not on our graduation list, you must contact the Registrar and clear all outstanding matters before you can obtain your graduation ticket packet.

Additional Tickets: If you need more tickets, you may sign up on a waiting list at your packet pick-up location. We will distribute additional guest tickets (on a first-come, first-served basis) beginning July 25th. Unfortunately, we cannot guarantee that people on the list will receive extra tickets. We therefore encourage you to ask fellow graduates if they plan on using all of their allotted tickets.

Commencement Attire

Graduates must wear their "keeper" cap and gown to the commencement ceremony and do not need a ticket to enter the theater.

Vote for Your Favorite Professor

Inside your Commencement Ticket Packet, there are 2 ballots. Vote for your favorite instructor in your major and your favorite instructor in liberal arts/general education (which includes remedial and ESL courses).

Please submit your ballots when you pick up your ceremonial attire. All votes will be tallied and the

results will be announced during the ceremony.

Take the Career Development Survey

Please fill out the enclosed Graduating Student Survey. ASA collects this information to better understand your class's initial career plans and track your progress over time. Every graduate should complete a survey, even if you're still seeking employment or have not yet finalized your post-graduation plans.

Submit your survey when you pick up your ceremonial attire and you'll be automatically entered into a drawing for a free *iPOD shuffle* or cash award.

Diplomas

Diplomas are **not** distributed during the ceremony. Graduates receive their diplomas and official transcripts after they visit the Registrar's Office and obtain final clearance from the college.

Day of the Ceremony Guidelines

Commencement will be held on **Thursday, July 26, 2007 at 5:00 p.m.** at the Theatre at Madison Square Garden.

Cell Phones: We ask that all cell phones be turned off throughout the graduation processional and ceremony.

Graduate Attire

Your graduation robe must be zipped and your cap must be worn throughout the ceremony. The tassel should be on the right side of your cap until the tassel ceremony at the end of the event.

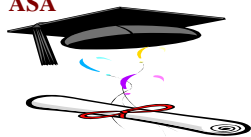
Graduates are advised to wear clothing under their regalia that befits this auspicious and solemn occasion. The walk from the seats to the stage and back involves steps, so you might want to wear sensible shoes and step carefully.

To maintain the dignity of the ceremony, you may not carry food, beverages or potentially distracting items (e.g. beach balls, balloons, etc.) into the theater.

The Graduation March

Graduates who wish to participate in this procession **must report to the front entrance** of the theater in their Commencement regalia **by no later than 4:15 p.m.** Since there is no other rehearsal for Commencement, it's important that you be on time.

If you want your name to be announced when you're on stage, you must **fill out and bring the name card included in your Commencement Ticket Packet.** The announcer will read your name directly from this card, so provide a clearly written, phonetic spelling if your name is difficult to pronounce. Only those with name cards will have their names read.



Promptly at 5:00p.m., “Pomp and Circumstance” will start playing and you will begin your **stately** procession from behind the stage to your seat. The main seating area will be roped off for you.

If you are late and miss the procession, you can either join the graduates in their seats or wait in the wings until the awarding of the degrees at the end of the ceremony.

When all the graduates are in their place, the faculty processional will begin. Graduates are requested to stand for the faculty processional.

The Awarding of Degrees

Degrees will be awarded after the last speech. Students in the front row should watch for the signal to rise and approach the stage. When it’s your turn, walk up to the steps on the left side of the stage and hand your name card to Professor Polynsky.

When your name is called, cross the stage and turn to face the audience so the photographer can take your picture. Shake hands with Ms. Konkoth, Vice President of Education, using your right hand and receive your ceremonial scroll with your left hand.

(Note: Pace yourselves and avoid bunching up, so the photographer has a clear shot of you as you shake hands and receive your scroll.)

Then walk to President Shchegol and receive your flower. Return to your seat using the steps on the right side of the stage.

After everyone is seated, Ms. Konkoth will invite the graduates to participate in the traditional "moving of the tassel" on their mortar boards from right to left.

Photography

We require that guests remain seated during the ceremony.

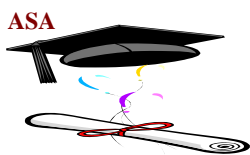
Photos may be taken from the guest seating areas. Guests will not be permitted in the graduate seating, stage areas, or the aisles. Please ask your family and friends not to disrupt the ceremonies by taking photographs at inappropriate times and locations. Restraint should be especially exercised during the processional.

Since you’ll be picking up your Commencement attire in advance, consider asking your family to take some photographs before the ceremony when things are less hectic.

ASA has contracted with a special event photographer to take color photos of each graduating student as his/her diploma is being presented. The photographer will be at Madison Square Garden at 3 p.m. and available to take additional individual pictures then. However, all graduates must be lined up for the graduation march at 4:15 p.m. Photographs can also be taken after the ceremony.

Photographer Info: Alex Production, 3806 Nostrand Ave., Brooklyn , NY 11235. Telephone: 718-648-1950.

All pictures will be posted on the photographer’s website. The URL for the website will be announced



during the ceremony. Pictures can be purchased online or by calling the studio directly. A 5"x7" photo will cost \$10 and an 8"x10" photo will cost \$15. Discounts for multiple orders will be available.

Your Free Graduation DVD

ASA will videotape the ceremony as a keepsake for the Class of 2007. You may obtain your free DVD in November 2007 by visiting the Office of Career Services.

Seating & Guest Arrival Information

The theater will open at 3 p.m.; guest seating will begin at 4:00 p.m. Guests are discouraged from arriving before 3:30 p.m. as there will be no place to sit. All guests must have valid tickets to enter the theater. Ushers will assist with seating, which will be done on a first-come, first-seated basis.

The graduation procession will start promptly at **4:45 p.m.** Only graduates in ceremonial robes will be allowed to enter the theater.

The ceremony will start at 5 p.m. and last for approximately three hours.

Guests who need special seating accommodations must inform the Theatre at Madison Square Garden officials prior to the ceremony.

Guest Attire

Guests are requested to dress appropriately for this solemn occasion.

A Final Word

Commencement is a special event for all involved. We ask that you show respect for everyone by helping create an occasion that appropriately highlights your achievements.

ASA's ceremony is a dignified program governed by academic tradition, overall good manners, and state and local laws.

Congratulations! You've worked hard to earn this special day.

Do not forget your name card for the announcer.

