

Commencement is the culminating experience of your college education. Although attendance is not mandatory, it is strongly encouraged.

The 44th Annual Commencement Exercises will be held on Saturday, May 19th in the Eugene Orloff Auditorium at the Half Hollow Hills High School East located at 50 Vanderbilt Parkway, Dix Hills NY 11746. Directions available online at www.mapquest.com or www.halfhollowhills.k12.ny.us/page.cfm?p=977082.

PREPARING FOR THE CEREMONY

REHEARSAL

A **mandatory** rehearsal will be held on **Wednesday, May 16th at 11am**. Please arrive at the FTC Theatre Auditorium by **10:45am** so we can assemble the entire *Class of 2018* for a group photo. Plan to join us for lunch in the Upbeat following the rehearsal.

CAPS AND GOWNS

Regalia (cap, gown, and academic hood) will be distributed following the mandatory rehearsal. Students with an outstanding balance will be directed to the Business Office for assistance.

The regalia is yours to keep – you do not need to return it to the College. You may decorate your mortarboard however, please use discretion. Caps decorated with inappropriate messages will not be permitted.

Regalia not picked up after the rehearsal must be picked up from the Registrar's Office in advance of the ceremony. No regalia will be available for pick up the morning of the ceremony and incompletely dressed students will not be permitted to walk.

CEREMONY TICKETS

When you pick up your regalia will be given four (4) complimentary tickets to the ceremony. Additional tickets may be purchased in the Bursar's Office for a cost of \$2 each. Guest seating is general admission (no reserved seats!) and ticket availability is limited.

Tickets will also be made available for purchase the morning of Commencement at the Orloff Auditorium and we will accommodate everyone who wishes to attend the ceremony. Every guest must have a ticket – there are no exceptions.

LIVE STREAM

We plan to stream the ceremony on the FTC Facebook page at <https://www.facebook.com/fivetownscollege>.

GUEST INFORMATION

Please inform your guests that they must arrive on time to the ceremony. Guests who come late will not be seated until an appropriate time in the program.

Also, please note that the ceremony can last anywhere from 2 ½ to 3 hours and going in and out of the auditorium will not be permitted. Therefore, in consideration of other guests, we kindly suggest that young children celebrate with graduates at another time.

Business casual is suitable attire for Commencement and we advise everyone to wear comfortable shoes. Guests are asked to maintain the dignity of this ceremony.

We understand their enthusiasm for graduates, however to ensure that all graduates and guests hear the names, guests must refrain from loud, disruptive cheering. The use of any noise-making devices is prohibited.

PHOTOGRAPHY

We have retained the services of Island Photography to take pictures during the ceremony. Therefore, to avoid disruption guests are asked not to leave their seats to photograph during the ceremony. You will be contacted with your proofs after the Ceremony and there is no obligation to purchase photographs.

WHAT TO WEAR

Dress comfortably but professionally. With the graduation gown we recommend business dress: dark colored pants, skirts, and dresses. It is also useful to wear a buttoned blouse/shirt as it will make it easier for you to attach the academic hood.

Please wear comfortable shoes. You will be standing and walking quite a lot; wearing very high heels or platform shoes is not recommended.

Please note that men are not permitted to wear shorts, and flip-flops will not be permitted on any graduate. Other than official cords, no other cords or sashes are permitted.

Incompletely or inappropriately dressed graduates will not be permitted to walk.

DAY OF THE CEREMONY

You are responsible for arranging transportation to Half Hollow Hills High School East for the ceremony and you must arrive by 9:30am.

You will be directed to where assistants will be on-hand to help you don your regalia. Remember – a button down shirt is most helpful when attaching the academic hood.

Please be on time! Graduates who miss the procession run the risk of not being permitted to participate in the ceremony.

NAME CARD

Before you enter the gymnasium you will be given a name card to complete. Please print the name you would like announced and, if necessary, clarify the pronunciation. We reserve the right to not announce information we deem inappropriate. This card will also be used by the photographers, Island Photography, to match you to your photos.

ACADEMIC PROCESSION

Promptly at 10:00am, Professor Peter Rogine, in his capacity as the Chief Marshal, will lead the academic procession. Following select academic officials, the graduates will proceed in order of degree: Associate's, Bachelor's, Master's and finally the Doctoral candidates. Following the graduates, the platform party will enter. This includes the Board of Trustees, Provost, honorary degree recipients, and other speakers. The last person to enter is the College President.

SEATING

Graduates will be seated by degree level. A Marshal will be in the auditorium to guide you to the correct area. If you are not seated with your degree level, you may miss your opportunity to walk across the stage so it is important to follow the Marshal's directions.

HONOR AWARDS

Persons receiving an award for recognition of academic achievement or service to the College will be notified in advance.

If you are receiving an award, please make yourself known to a marshal so that you may be seated on an aisle. When your name is called, please proceed carefully to the stage. Professional photographs will be taken when you accept your award.

PRESENTATION OF THE CEREMONIAL CERTIFICATE

Each row of graduates will be called forward by a marshal. When your row is called please make your way carefully to the stage.

When you reach the podium, hand your name card to the reader and wait until your name is called before starting across the stage.

As explained in the rehearsal, stand as directed for the professional photographer to take your photo. After the photo has been taken, shake hands with dignitaries quickly, then exit the stage carefully, and return to your seat.

TURNING OF THE TASSEL

Once all of the names have been read, the Chief Marshal will ask the graduates to stand for the *Turning of the Tassel*. You will be instructed to move your tassel from the right side of your cap to the left to signify completion of your academic program.

RECESSIONAL

The recessional will begin with the Chief Marshal leading the President, platform party, faculty, and then the graduates. Again, the marshal will tell you when to stand for the recessional. Remain seated until that time.

FOLLOWING THE CEREMONY

After the ceremony, please exit the auditorium and join the College Community for refreshments in the lobby.

CONFERRAL OF YOUR DEGREE; IF YOU HAVE NOT ALREADY GRADUATED

Students will be cleared for graduation as soon as possible following Commencement. Spring graduation candidates should note that participation in Commencement does not imply that you have, in fact, graduated. If there are any issues you will be contacted in writing.

YOUR DIPLOMA

Diplomas will be mailed to the address you provided on your graduation application and should arrive within six (6) weeks after Commencement via First Class mail. If your address has changed since you completed your application, please notify the Registrar's Office at registrar@ftc.edu as soon as possible – undeliverable diplomas returned to the College must be picked up on campus or a \$10 re-delivery fee will apply.