



INFORMATION REGARDING
THE 48TH COMMENCEMENT EXERCISES
FOR THE CLASS OF 2022

Dear Graduate:

On behalf of the Board of Trustees, Faculty, and Staff, the College is proud to announce that the graduation ceremony for the Class of 2022 will be held on Thursday, May 26, 2022. This live and in-person event will be held in the Performing Arts Center at Five Towns College. The ceremony will begin promptly at 10 a.m. and will conclude by about 12 noon. Graduates must arrive by 8:30 a.m. in order to march.

PREPARING FOR THE CEREMONY

CAPS AND GOWNS

1. **Order your Cap and Gown:** If you completed the Graduate Student Survey the College has your cap and gown size information and regalia will be ordered for you. If you have not completed the survey or are unsure, please contact College Registrar's office to complete the survey and order your regalia: registrar@ftc.edu.
2. **Pick-up your Cap, Gown and Tickets**
 - a. **Settle your Account:** If you have an open tuition account with the College, it must be settled before picking up your regalia. Please contact the Bursar to settle your financial obligations: bursar@ftc.edu.
 - b. **Pick-up:** Regular distribution of Regalia will be on campus in the Registrar's Office beginning the week of final exams, Tuesday, May 17th through Monday, May 23rd, between 9 a.m. and 5 p.m. You must have I.D. to pick up the regalia. Please remember that Regalia must be picked-up at the campus prior to the day of the ceremony. No regalia will be available at on the day of the ceremony. In addition, you must be fully attired to march. Do not forget your hood, robe or cap.
 - c. **Complimentary and Extra Tickets:** When you pick up your regalia during regular distribution you may also pick-up two complimentary tickets to the ceremony. If you require additional seats, up to two additional tickets may be purchased at that time in the Bursar's Office for a fee of \$15 each. The College guarantees that any graduate who picks up their tickets during Regular distribution will be able to purchase up to two additional seats.
 - d. **Excess tickets:** Any unclaimed complimentary tickets and extra tickets will be released for sale on Tuesday, May 24 and Wednesday, May 25. The College reserves the right to distribute such remaining excess tickets as it deems fair and appropriate under the circumstances, including limiting the number of tickets any individual may purchase. The decision of the Dean of Students in this regard shall be final.
 - e. **No Day of Event Ticket Sales: No tickets will be available at the door on the day of the event.**
 - f. **All seating is General Admission:** Please note that Guest seating is all General Admission, and seats may not be saved for late-comers. Please advise your guests to arrive on-time.
3. **Decorating your cap:** The regalia is yours to keep – you do not have to return it. You may also decorate your mortarboard. However, please use discretion - caps decorated with inappropriate messages will not be permitted.



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Vaccination and Mandatory Masking Policy

It is not possible to maintain social distancing in the PAC. Therefore, in consideration of all attendees, the College has adopted a mandatory vaccination policy or proof of a negative COVID test within 72 hours of the event.

a. **Guests:** Guests will be checked for vaccination or COVID test prior to being admitted to the Theatre. Guests must have either the New York State Excelsior Vaccination Pass available through the App Store, or an original proof of vaccination card, or a valid proof of a negative COVID test done within 72 hours. No one will be admitted without such proof. Please review this mandatory policy with your guests. Those who are not vaccinated or unwilling to being tested may view the ceremony via the Live Stream.

b. **Masks:** At this time the wearing of masks is voluntary. However, should the infection rate rise and masks are again required by New York State, this policy will be updated to reflect the change in requirement.

LIVE STREAM

The ceremony will be live streamed. The link for this will be posted on the College webpage prior to May 26th.

GUEST INFORMATION

Please inform your guests that they must arrive on time to the ceremony. The doors are expected to open at approximately 9:30 a.m. The doors will be shut promptly at 10 a.m. when the processional begins. Guests who arrive late will not be seated until an appropriate time in the program, after the procession has been completed.

Kindly note that the ceremony may run up to 2.5 hours. Experience teaches us that young children typically have a difficult time sitting through the program. We do ask that you consider the age of your guests and consider celebrating with young children at another time.

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

PHOTOGRAPHY

The College has arranged for Island Photography to take pictures from the stage 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 for some period of time before the ceremony begins; wearing very high heels or platform shoes is not recommended.

Please note that for safety reasons 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.



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DAY OF THE CEREMONY

You must arrive to the College's Performing Arts Center by 8:30 a.m. You will be directed to the gymnasium for garbing and assembly by degree. 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

When you enter the gym, you will be given a name card to complete. Please print your name as you would like it announced and, if necessary, clarify the pronunciation by spelling it phonetically. This card will also be used by the photographers, Island Photography, to match you to your photos.

ACADEMIC PROCESSION

Promptly at 10:00 AM, 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 theatre 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 proceed 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.



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CONFERRAL OF YOUR DEGREE

Students will be cleared for graduation as soon as possible following Commencement.

YOUR DIPLOMA

All diplomas will be mailed. 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.

AFTER GRADUATION

The College will provide a celebratory barbecue in the courtyard after the ceremony for all participants and attendees of the commencement exercises. Graduates will have the opportunity to take photos around campus and interact with the dignitaries, faculty and staff!!