

From: Student Affairs [<mailto:law.studentaffairs@nyu.edu>]

Sent: Friday, December 20, 2013 3:14 PM

To: Graduating candidates of 2014

Subject: Important Information for your 2014 Graduation

The following email has been sent:

Dear Class of 2014:

Over the coming months, we will be in touch about Convocation planning details, but for now we thought it would be helpful to provide this general overview so you can understand the process and mark your calendar. Registration for Convocation and all related events will open in February. But before then, you must apply to graduate through Albert, which you may do now through February 7, 2014.

Please review the detailed information below as each section explains your graduation checklist:

1. APPLYING FOR GRADUATION THROUGH ALBERT: The application process for graduation is now open.

Deadline to apply: Friday, February 7, 2014

In order to be eligible for your degree you must have completed all graduation requirements and submitted all required forms on time. This includes **applying to graduate through Albert**, and updating your mailing address and telephone number with your summer contact information. Remember that this is the name and address to which your diploma will be mailed. This process ensures that you are on the degree list and that you receive all mailings relevant to graduation. **Only after** applying to graduate will you be able to RSVP your attendance in February for Commencement and/or Convocation, as well as request guest tickets.

2. CEREMONIES: There are two ceremonies for which you can RSVP to attend and request guest tickets:

All University Commencement at Yankee Stadium

Wednesday, May 21, 2014

Ceremony begins at 11:00 a.m. (Student arrival time is 9:15 a.m.)

School of Law Convocation at The Theater at Madison Square Garden

Thursday, May 22, 2014

Ceremony begins at 10:30 a.m. (Student arrival time is 9:30 a.m.)

3. TICKETS: A lot of detailed information so PLEASE read carefully.

ALL UNIVERSITY COMMENCEMENT:

Deadline to RSVP: Friday, May 9, 2014

The schools & colleges of NYU join together in celebrating one Commencement ceremony each year. Please note that the All University Commencement is managed by the NYU University Events and not the School of Law. For any University Commencement related questions please contact the Office of University Events at (212) 998-6260.

LAW SCHOOL CONVOCATION:

Deadline to RSVP: **Tuesday, March 11, 2014**

The Law School graduates and their guests will gather for an intimate ceremony at The Theater at Madison Square Garden. Beginning **Tuesday, February 11, 2014**, candidates who applied to graduate can request up to **five guest** tickets. Guest seating (with the exception of limited mobility seating) will be general admission.

As there is high demand for additional guest tickets, any extra tickets will be available on a first-come, first-served basis at a date to be announced. There are no guarantees as to availability.

It is strictly forbidden to sell or buy tickets. Convocation tickets are not personal property, have no monetary value, and cannot be transferred, purchased or sold. The sale of tickets falls outside the scope of the agreement signed between Madison Square Garden and NYU School of Law and is likewise prohibited by law. They are given to you solely for the purpose of allowing your family, relatives and friends to attend. The Law School will consider any solicitation of tickets a violation of school policy and will take the appropriate action if any such transactions come to its attention. All unwanted tickets are to be returned to the Office of Student Affairs, Furman Hall, Room 474, to be redistributed, we thank you for your cooperation.

Important notes regarding your Convocation registration:

When you log in to RSVP your attendance and request guest tickets you will be asked:

- **Phonetic Spelling:** Provide the phonetic spelling of your name. This is extremely helpful to the announcer reading your name as you cross the stage. Please do not assume your name is common (e.g., Levy or Levi, which can be pronounced: Lee-Vee, Leave-Eye, Leh-vee or Leh-vye). We want to make sure this memorable experience is not spoiled by an incorrect pronunciation of your name.
- **Legacy Hooding:**
 - Do you have a family member who has graduated from NYU School of Law? If yes, you will be asked for their name and graduation information and you can register to have your family member hood you on stage.
- OR**
- Do you have a sibling, spouse, or significant other who will graduate with you in May 2014 from NYU School of Law? If yes, you may register for “Legacy Hooding” and commemorate the moment by having your family member hood you on stage.

4. EMPLOYMENT SURVEY

Deadline to complete: **Friday, April 18, 2014**

You will receive an email from the Office of Career Services when the survey is available around March 10, 2014. It is important that you complete the survey by the deadline in order to receive your Convocation tickets at the One-Stop-Shop in May.

5. AWARD AND STUDENT SPEAKER NOMINATIONS: There are three categories you can self-nominate or peer-nominate:

CONVOCATION AWARD NOMINATION:

Deadline to Nominate: **Tuesday, March 11, 2014**

Convocation Awards are given to graduating JD and LLM students who represent the best in our student body. These award recipients are chosen through a nomination process that is defined by category.

CONVOCATION STUDENT SPEAKER NOMINATION:

Deadline to Nominate: **Tuesday, March 11, 2014**

Who do you want to speak at Convocation? One member of the 2014 graduating class has traditionally been a speaker at the Ceremony. The speaker is chosen by the School of Law Convocation Committee.

COMMENCEMENT STUDENT SPEAKER NOMINATION

Deadline TBD. *Please continue to visit the Student Affairs website for updates.*

Each NYU School will nominate one of its students to serve as student speaker. The speaker is chosen by the NYU Commencement Student Speaker Selection Committee.

6. ACADEMIC ATTIRE:

Deadline to place your order: **Friday, April 4, 2014**

Graduating candidates who wish to participate in Commencement and/or Convocation are required to wear academic attire. It is important that you request your attire online before the deadline, this will ensure that you can pick up your attire here at the Law School. If you miss the deadline you will have to make time to go to NYU Coles Sport Center on Mercer Street and wait in line to rent your attire. **IMPORTANT NOTE:** If you plan to attend the University Commencement on Wednesday, May 21, and Law School Convocation on Thursday, May 22, please be sure to keep your academic attire at the conclusion of the All University Commencement. This is the same academic attire you will wear to the Law School Convocation.

7. SUBMIT YOUR CLASS OF 2014 HIGHLIGHTS

Class of 2014 Highlights: Share your memories!

Deadline to submit highlights: **Monday, February 24, 2014**

Share some of your accomplishments, accolades, and notable moments at the Law School to be included in the Convocation program booklet that everyone receives at Convocation. Please submit your highlights to: law.studentaffairs@nyu.edu. Include "Class of 2014 Highlights" in the Subject of your email.

Photo Montage Slideshow: Submit your photos!

Deadline to submit photos: **Friday, April 18, 2014**

Share some of your pictures from your experience at the Law School for the Convocation slide show which will be shown prior to the start of the ceremony. Please submit high-resolution jpeg files to: law.studentaffairs@nyu.edu. In the body of the email be sure to let us know the title of the photo (e.g., Fall Ball, after finals group picnic, Symposium, Lecture event, etc.). Do not submit links to web albums as these will not be accepted.

8. PHOTOS: Capture your moment!

Convocation Ceremony Photos:

Deadline to request photo proofs: **Tuesday, April 1, 2014**

Island Photography will be taking photos to commemorate your graduation. Your photo will be taken as you come across the stage. You will be captured being hooded by a faculty member, standing with Dean Morrison, and posing near the NYU banner as you exit off the stage. If you wish to receive complimentary color proofs with ordering information, you must request them online.

Studio Setting Graduation Photos:

The NYU Photo Bureau will offer portrait sessions from Tuesday, May 13, through Friday, May 16, in the Kimmel Center, 60 Washington Square South.

Hours: May 13 and May 14 from 12:00-8:00 p.m.; May 15 and May 16 from 9:00 a.m.-8:00 p.m. There is a portrait sitting fee.

Portraits can be taken individually or with friends/family. Caps and gowns will be available for individual photos. **Please note:** For **group** photos with four (4) or more participants, please contact the Photo Bureau to make an appointment (call 212-998-6826, or email photo.bureau@nyu.edu). In addition, for groups, please bring your own caps and gowns.

9. BARRISTERS' BALL: Advance Ticket Purchase Required - \$50 Per Person

The Barristers' Ball is the Law School's opportunity to acknowledge you in an intimate and elegant setting. The celebration is held at Battery Gardens; there is a band, DJ, dance floor, dinner and drinks. The location has a wonderful view of the harbor where you can see Ellis Island and the Statue of Liberty.

10. POST-CONVOCATION RECEPTION: On May 22, 2014

Graduates, guests, administrators, and faculty members are invited to join us in celebrating the accomplishments of the Class of 2014 at a reception directly following the ceremony at the Law School. Family members who were unable to attend the ceremony at Madison Square Garden are welcome to attend the reception. Enjoy a live string quartet in Vanderbilt Hall and a jazz ensemble in Furman Hall. Light refreshments and beverages will be served. Guests are not required to register for this event.

Vanderbilt Hall, 40 Washington Square South
Furman Hall, 245 Sullivan Street

11. ADDITIONAL CONVOCATION FAQ'S: Everything you need to know.

These topics include instructions for Convocation day, the Hooding Ceremony, and locations and directions for your guests. To read more, click [here](#).

12. ALL THINGS MENTIONED: Select a topic to learn more about everything mentioned in this notice:

1. [Apply to Graduate](#)
2. Graduation Ceremonies:
 - [All University Commencement](#)
 - [Law School Convocation](#)
3. Tickets:
 - [All University Commencement](#)
 - [Law School Convocation](#)
4. Employment Survey (will update soon)
5. Nominations:
 - [Commencement Student Speaker](#)
 - [Convocation Awards](#)
 - [Convocation Student Speaker](#)
6. [Academic Attire](#)
7. [Photo Montage Slideshow](#)
8. [Ceremony Photos](#)
9. [Barristers' Ball](#): For pictures of the venue, click [here](#).
10. [Post Convocation Reception](#)
11. Additional Convocation FAQ's
 - [Graduation Checklist](#)
 - [Your One Stop Shop](#): You can pick-up your Convocation tickets, Academic Attire, and purchase Barristers' Ball tickets.

GRADUATION WEEK OF EVENTS:

Tuesday, May 20: [Grad Alley](#) AND [Law School Barristers' Ball](#)

Wednesday, May 21: [All University Commencement](#)

Thursday, May 22: [Law School Convocation](#) AND [Post Convocation Reception](#)

For questions regarding Convocation please contact the Office of Student Affairs at law.studentaffairs@nyu.edu, for any University Commencement related questions please contact the Office of University Events at (212) 998-6260.

We look forward to celebrating this special day with you and your guests!

Regards,
The Office of Student Affairs