What You Need To Know

Important Information for Graduates:

1. What is the schedule for the day?
   - 9:45 am  Graduates Arrive for Check-In and Seating
   - 10:30 am  Theater Doors Open for Guests
   - 11:00 am  Convocation Ceremony Begins
   - 1:00 pm  Ceremony Ends

   **Do not lose your tickets. We will not have any replacement (or additional) tickets at the venue.**

2. Where and when should I arrive?
   - You should plan to arrive at 9:45 am. Enter Skirball through the ground floor lobby at 566 LaGuardia Place. As soon as you arrive, show your purple ticket to the ushers and take the stairs to the downstairs lobby for check-in and seating.

3. What should I expect at check-in?
   - Check-in tables will be clearly marked with signage. Join the line that corresponds with the first letter of your last name, and then show your NYU ID to an NYU staff member at your check-in table. They will give you a program and a “name card” that lists your department and your name as it will be read during the hooding ceremony. You must hold on to this card as you will be handing it to an NYU staff member when you cross the stage.

4. Should I arrive wearing my attire?
   - Yes, arrive in your robe and cap. Your hood should be folded over your arm until your name is called when you walk across the stage during the hooding ceremony.
   - Try on your attire the week before the ceremony to ensure that it fits properly.

5. Will I be able to sit with my friends/cohoot?
   - Yes! Provided that you arrive early enough to check-in, locate your friends, and find seats together.

6. Who will hood me?
   - If you have an advisor or faculty member who is attending the ceremony and you would like them to hood you, you should confirm this with them prior to the ceremony. Once your name is called, they will meet you at the front of the stage and you will hand them your hood.
   - GSAS Vice Dean Bruce Grant will be standing at the front of the stage to hood students who were not able to make arrangements with a faculty member from their department. Hand your hood to him once your name is called and he will hood you before you shake Dean Benton’s hand.

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Important Information for your Guests:

1. Where and when should my guests arrive?
   - Skirball ushers will not allow guests into the lower lobby until the house opens for seating at 10:30 a.m. We highly recommend that your guests arrive between 10:15 – 10:30 am. If they arrive earlier, they will stand in the ground floor lobby until 10:30 a.m.

2. Will there be an Information Table? What services will it provide?
   - Yes, it is located near the entrance on the ground floor lobby. NYU staffers at the Information Table are there to trouble shoot problems. It is also a place where you can leave your guest ticket(s) in an envelope under a guest’s name.

3. Is there a coat or bag check at Skirball?
   - Yes. Graduates and guests are encouraged to check all bags, parcels, etc. at the coat check station located in the café on the lower lobby.

4. One of my guests has special needs. Where should they go for priority seating?
   - First, tell them to speak with someone at the Information Table at the ground floor lobby. They will be directed to two designated NYU staff members greeting guests with special needs. These guests will be given priority access into the back of the hall at 10:15 am.

5. After the ceremony, where should I find my guests?
   - The lobbies at Skirball can get very crowded after the ceremony. Please confirm a meeting spot with your guests prior to the ceremony, preferably outside of the building or across the street in Washington Square.

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Academic Attire Rentals

When/where do I pick up my academic attire?
- Degree candidates can pick up academic attire from Herff Jones, Inc. at the Coles Sports Center’s Barrie Dance Studio (181 Mercer Street between Bleecker and Houston Streets) at the following times:
  - Tuesday, May 12, 11:00 am – 6:00 pm (on-time orders only)
  - Wednesday, May 13, 11:00 am – 6:00 pm (on-time orders only)
  - Thursday, May 14, 10:00 am – 8:00 pm
  - Friday, May 15, 11:00 am – 6:00 pm
  - Monday, May 18, 10:00 am – 4:00 pm
  - Tuesday, May 19, 10:00 am – 4:00 pm

When/how do I return my academic attire?
- You will be able to return your attire to Herff Jones representatives immediately following the ceremony in the ground floor lobby of Skirball until 2:00 pm, or
- You can return your attire at the Coles Sports Center’s Barrie Dance Studio (181 Mercer Street) before 5:00 pm.