



TO: The Cardozo May 2020 Class
FROM: Rebecca Odinsky, Director of Special Events
SUBJECT: COMMENCEMENT CEREMONY AND EVENT DEADLINES
Commencement is Wednesday, June 3, 2020 at 6:00pm
David Geffen Hall, Lincoln Center
DATE: February 2020

It is hard to believe that Commencement will be here soon! We are excited to share the day with you. Please find important information below about Commencement procedures, the ceremony, and other matters of importance which you may find helpful.

The Commencement Ceremony begins at 6:00pm on Wednesday, June 3, 2020, at David Geffen Hall, Lincoln Center. Commencement information can also be found on the website at <http://www.cardozo.yu.edu/current-students/graduation-information>.

COMMENCEMENT ATTIRE AND TICKETS

1. Students may pick up their caps, gowns, hoods, graduation announcements, graduation instruction guides and tickets in Room 1008 from Monday, April 20th through Thursday, April 23rd between the hours of 11:00 am – 1:00 pm and 2:00 pm – 4:00pm and Friday, April 24th from 10:00am-12:00pm. Students will fill out several forms at this time, so please allow yourself about 15 minutes when picking up to fill out the necessary paperwork.
2. Please be sure to try on your gown immediately. If your gown does not fit, please come back to Room 1008 so we can exchange it before graduation. If you discover that your gown does not fit after the last day of gown distribution on Friday, April 24th, please contact the Office of Special Events at (212) 790-0414 or come to Room 1006 to make arrangements. It is not possible to exchange gowns on the day of the ceremony. Please note that the gown’s length is right below the knee and caps are “one-size-fits-all.”
3. It is advisable to hang up your gown to reduce wrinkling. Since the gowns are made of material that does not take kindly to ironing, hanging the gown will allow wrinkles to "fall out".

4. Bring or wear your attire to David Geffen Hall on the day of the ceremony. It will be your "ticket" for admission to the hall. You should also bring bobby pins to secure your cap.
5. Tassels are worn on the left side of the tam. Hoods are carried on your left arm as you walk to the stage. You will be "hooded" on stage after you shake hands with the Dean.
6. Each graduate receives (6) tickets for graduation. Everyone, even the littlest member of the Cardozo community, including infants, will need a ticket—it's Lincoln Center's policy. Extra tickets will be available through a lottery. Students seeking additional tickets will be able to apply for a ticket lottery during cap and gown distribution in Room 1008. Please look for future notices about the lottery. Graduates will be notified by e-mail the number of extra tickets they have been awarded. As in previous years, we will do our best to accommodate everyone. Additional tickets are not available through any administrative offices.

If you are not using all (6) of your allotted graduation tickets, **please** return the extras when you pick up your cap and gown so they can be made available to your classmates through the lottery. You can also return unused tickets to the Special Events Office (Room 1006). **Do not misplace your tickets! We cannot provide replacements.** No guests will be admitted into commencement without a ticket in hand.

THE CEREMONY - INSTRUCTIONS FOR GRADUATES

1. Graduates should arrive at David Geffen Hall (65th Street and Broadway) no later than 5 p.m. on Wednesday, June 3rd. Enter the hall through the front entrance off the Plaza. Walk up two flights on the staircase to the left-hand side to the second tier where you will line up for the procession.
2. LL.M. graduates lead the processional (January first, then May) and line up in alphabetical order. January J.D. graduates line up for the procession in alphabetical order directly behind the LL.M. class. May J.D. graduates should line up in alphabetical order behind the January J.D. graduates. Faculty marshals are assigned a group of graduates to help line up and guide through the ceremony.
3. When you arrive on the second tier, you should **immediately check in** with the faculty marshal assigned to you (look for the sign with the first letter of your last name) to report that you have arrived. To ensure that your name is called at the ceremony, it is necessary to check in with your assigned faculty marshal.
4. If you happen to arrive late and the procession has begun, find a staff member for specific instructions then follow behind the procession into the hall and take a seat in the last row of graduates in the center, which is reserved for graduate latecomers. Graduates process across the stage alphabetically so you must pay attention to when you need to come forward to line up. As the appropriate row stands to approach the stage you should step in where your last name falls alphabetically.

5. Graduates march in and are seated in the front of the center section. LL.M. students receive their degree first, in alphabetical order. J.D. students are then called to the stage alphabetically. Graduates enter the stairs on the right (as you are facing the stage) and cross to the center of the stage. At that point, you will shake hands with Dean Melanie Leslie and the President of Yeshiva University, Rabbi Dr. Ari Berman. You will then proceed across the stage to be hooded by a member of the faculty and administration. Thereafter, you descend by the left-hand stairs and return to your seat.

6. Please note that if you have an IMMEDIATE family member that is a Cardozo Alum or a YU Board Member, they can hood you at the ceremony. The Office of Special Events must be informed so that accommodations can be made. Please let the Office of Special Events know by no later than **Monday, May 4th** by emailing cardozospecialevents@yu.edu. If you would like a specific professor to hood you, please arrange it directly with them prior to the ceremony. The Office of Special Events does not need to be informed if a specific professor is hooding you.

THE CEREMONY - INSTRUCTIONS FOR FAMILY MEMBERS

1. Family members and friends with tickets to the ceremony will be permitted to enter the hall at 5:30 pm. No one will be allowed to attend the ceremony without a ticket. Children will not be admitted without tickets. Please do not plan on having a child sit on your lap during the ceremony as this will not allow more guests to attend. Please note: David Geffen Hall strictly limits the number of tickets issued and the number of guests at the ceremony. No "standing room only" spaces are available.

2. Graduates with guests who use wheelchairs or require other special accommodations should contact the Office of Special Events at (212) 790-0414 no later than **Monday, May 4th**. Accommodations must be made in advance of the ceremony. If your guests are asked to report to the hall at a specific time, they should arrive promptly. This is especially important if someone has difficulty walking or would tire easily if asked to wait. We do not have access to all parts of the hall at the same time, and will arrange arrival times for people with special needs to minimize their wait. Arriving too early or too late might result in unnecessary discomfort or inconvenience for your guests.

3. **Seating for guests is unreserved.** Numbers on tickets do not refer to seat numbers, and available seats are taken on a first-come/first-served basis. The ceremony is approximately **2 hours long**.

PHOTOGRAPHS

1. Island Photography, the official graduation photographer, will be taking three photographs of each graduate: one as they shake hands with the Dean, a second photo as they are being hooded, and a third photo right after they walk off the stage. Island Photography will also take candid photographs outside in the Lincoln Center Plaza after graduation. Proofs will be mailed to each student after graduation, and you may order copies directly from the studio. For more information on the photos or for ordering photos after graduation, please visit www.islandphoto.com.

2. Since you keep your graduation attire, you will be able to have photos taken after the ceremony fully equipped with cap and gown.

3. In addition to photography on graduation day during the ceremony, Island Photography will also be at Cardozo taking professional cap and gown and business casual portraits on April 6th and 7th from 9 am-5pm in the Third Floor Lounge. Caps and gowns will be provided for your portraits. Portrait sessions are \$10 and last about 10 minutes. Proofs will be available for purchase online and sent to the mailing address you provide. Appointments are required. Sign up online to make an appointment on Island Photography's site at: <http://appointments.islandphoto.com/App/Client.aspx?ClientID=32>

SAVE THE DATES!

DEAN'S GRADUATION PARTY

Cardozo will host a pre-ceremony celebration for all graduating students at Cardozo prior to the ceremony on Wednesday, June 3rd from 12:00pm to 2:00pm. There will also be an awards ceremony at Cardozo on Wednesday, June 3rd from 11:00am to 12:00pm. Award recipients will be notified in late April or early May. More details will be coming soon.

JD AND LLM GRADUATION INFO SESSION

The JD and LLM Graduation Info Session will be held on March 18th at 12pm in room 423. Graduation details will be reviewed, and you can ask any questions you have regarding graduation and events leading up to the big day.

STUDENT SPEAK-OFF

This year's JD Student Speak - Off will take place on Monday, March 23rd at 12pm in the Third Floor Lounge. This year's LLM Student Speak- Off will take place on Monday, April 6th at 12pm in room 1008. The Graduation Student Speakers will be decided by a vote taken from those in attendance following all of the speakers. (3L's and LL.M.'s only). If you would like to sign up please fill out the following form: [Student Speak-Off 2020 Sign -Up](#). The Office of Student Services will be sending out additional information regarding the Speak-Off.

Be sure to follow all of the graduation instructions above -- especially those regarding the ceremony itself. The pre-ceremony scene can be chaotic, so it is helpful if all graduates arrive promptly at 5:00pm, find their assigned marshal, and follow their instructions. If you have any questions or problems between now and commencement, please contact the Office of Special Events at (212) 790-0414, email CardozoSpecialEvents@yu.edu or stop by room 1006.

Best wishes for an enjoyable and fruitful last few months of law school and best of luck on the bar examination. Congratulations!