

Pratt Commencement Initial Parent and Student Information

RADIO CITY MUSIC HALL
MONDAY, MAY 17, 2010
11:00 A.M.

Commencement Committee



2010

**Initial Parent and Student Information
for Commencement Ceremony
May 17, 2010
11:00 a.m.**

Who The students that graduated at the end of summer semester 2009, fall semester 2009, and those students that are candidates for graduation at the end of spring semester 2010 are invited to participate in the Commencement Ceremony held on May 17, 2010. **Students must apply for graduation** (spring graduates by December 15) through their My.Pratt Academic Tools. All eligible students will be mailed an invitation to the Commencement Ceremony to their local address.

Students who will complete their degree requirements at the end of summer semester 2010 and wish to attend may complete a "Permission to Walk Request" form in the Office of the Registrar by March 31, 2010. Requests will be granted on a space-available basis. Students whose requests are approved will be notified via their Pratt email.

Where **Radio City Music Hall**
1260 Avenue of the Americas (6th Avenue) at 50th Street in Manhattan.

Time The Ceremony will begin at 11:00 a.m. The Ceremony will last approximately two and one half hours and graduates will be required to stay until the end of the Ceremony.

Graduates must arrive promptly at 9:30 a.m. for check-in. **Students who arrive late will NOT be seated with the graduates or be allowed to walk on stage.**

Graduates will enter the lobby through the front doors on the Avenue of the Americas. You will be required to show your **Pratt ID and have your Cap and Gown** for Radio City Music Hall security to allow your entrance (graduates will not need a ticket). Guests will not be allowed to enter with graduates. Check-in and lineup will begin promptly at 9:45 downstairs in the Grand Lounge.

Graduates, please note that NO HANDBAGS, FLOWERS, BACKPACKS, BAGS, COATS, SWEATERS, BALLOONS, WRAPPED GIFTS or other items will be allowed. Leave all personal belongings with your guests.

Tickets All guests are required to have a ticket (including infants) to enter Radio City Music Hall. Guests will enter RCMH through the carriage doors on 50th or 51st streets. Doors will open at 10:00 a.m. All students participating in May Commencement can receive four guest tickets at the Graduation Fair in April.

HOLD ON TO YOUR TICKETS – Pratt cannot replace them.

Extra guest tickets may be requested at the Graduation Fair on a first-come, first-served basis.

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Directions – Radio City Music Hall

1260 Avenue of the Americas (6th Avenue) between 50th Street and 51st Street.

NY City Transit

Travel directions by bus & subway: www.mta.info/nyct OR 718.330.1234

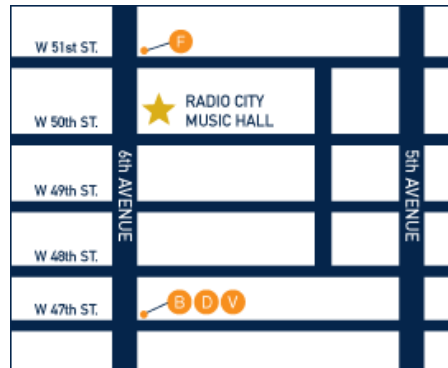
Bus: M5, M6, M7 or M27/M50 buses to Rockefeller Center/50th Street

Subway: B, D, F, V lines to Rockefeller Center/50th Street

N, R, W lines to 49th Street

E, V lines to 5th Ave-53rd Street

1 to 50th Street



Parking Garages

25 West 48th St
between 5th & 6th Aves
212.698.8530

861 8th Ave
corner of 51st & 8th Ave
212.581.8490

254 West 49th St
between 7th & 8th Aves
212.581.8590

201 West 48th St
between 8th Ave & Broadway
212.586.0665

257 West 47th St
between 8th Ave & Broadway
212.262.9778

148 West 48th St
between 6th & 7th Aves
212.575.9133

Special Assistance

Radio City Music Hall provides wheelchair accessible seating. Contact Pratt's Office of Disability Services at 718-636-3711 for further information.

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Academic Attire

Academic Attire is required to participate in the Commencement Ceremony. Graduates must be wearing their regalia to enter Radio City Music Hall. *Gowns are made of recycled materials.*

Regalia Purchase:	Price	Associate's Degree	\$58.00*
	Bachelor's Degree	\$58.00*
	Master's Degree	\$70.00*

On-line Available December 10, 2009 through March 22, 2010:

<http://www.herffjones.com/college/graduation>

On-Campus – Brooklyn at the Pratt Store from December 10, 2009 through March 22, 2010.

On-Campus – Manhattan on March 10, 2010 from 11:00 a.m. to 7:00 p.m. (cash/check only)

*Late orders incur a \$15.00 processing fee from March 23 to April 2, 2010. **No ordering of regalia is possible after April 2, 2010.**

Regalia Pickup:	All caps and gowns will be available for pickup at the Graduation Fair (Brooklyn Only)
	Thursday April 29, 2010, from 10:00 a.m. to 7:00 p.m.
	Friday April 30, 2010, from 10:00 a.m. to 7:00 p.m.
	Saturday May 1, 2010, from 10:00 a.m. to 4:00 p.m.

Students may request that Herff Jones ship the cap and gown for an additional fee of \$16.00 **only for online orders and only by March 22.** All deliveries will be via UPS (no P.O. Boxes.)

Student Invitations

Students will be sent an invitation to the Commencement Ceremony. This invitation will be mailed in early April to their local address on file in the Office of the Registrar. Please make sure this LOCAL (New York Area) address is correct.

The invitation will contain a voucher that must be exchanged for your Commencement guest tickets. If this is mailed to the parents' address it will need to be sent to the student. **DO NOT THROW IT AWAY!**

Guest Ticket Pickup

To pick up guest tickets, students must present the insert from their invitation at the Graduation Fair along with their Pratt ID. Students should have ordered their regalia before picking up tickets.

Announcements

Personal graduation announcements can be ordered online from Herff Jones at:

<http://www.herffjones.com/college/graduation>

Photography

Radio City Music Hall will only allow pictures to be taken from guest seats. Island Photography is the official photographer for the Pratt Commencement Ceremony. Island will take two types of photographs at the ceremony—first of the graduate on stage, and second a candid picture of the graduate shaking hands with Pres. Thomas Schutte. Graduates will also be able to go online to schedule a portrait sitting at the Graduation Fair. Island will contact graduates directly by mail and e-mail in the months ahead.

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Pre-Commencement Events, 2010

Graduation Fair

*April 26, from 10:00 a.m. to 7:00 p.m.
at Pratt Manhattan (PMC), 2nd Floor
(No Cap and Gown Pick Up at PMC)*

*April 29–30, from 10:00 a.m. to 7:00 p.m.
and May 1, from 10:00 a.m. to 4:00 p.m.
Student Union on the Brooklyn Campus*

Students attending the Graduation Fair will be able to:

- Pick up their 4 guest tickets (bring invitation insert & Pratt ID)
- Request additional guest tickets
- Pick up their cap and gown (Brooklyn Only)
- Have a graduation portrait taken by Island Photography
- Pick up a yearbook
- Order their Senior ring from Herff Jones
- See Prattstore diploma frames & gift ideas
- Meet with Career Services
- Talk to Alumni Relations
- See pictures from the 2009 Commencement Ceremony

Pratt Show

*May 11–14; Reception for Industry Professionals on May 11 from 6:00 to 9:00 p.m.
Manhattan Center, 311 West 34th Street, New York, NY*

As the culmination to each academic year, Pratt presents the best student work in a show that attracts more than 1,000 professionals from approximately 500 advertising, digital arts, graphic design, illustration, interior design, industrial design, and jewelry firms.

Graduation Awards Convocation

Sunday, May 16, at 1:00 p.m.

Memorial Hall on the Brooklyn Campus

For selected departmental student honorees and guests. Open seating, no tickets required. Business attire for students, families, and guests. Students selected by their departments will receive an invitation during the week of April 12, 2010. These awards are NOT the same as graduating with honors.

Department Receptions

Sunday, May 16, from 2:00 to 5:00 p.m.

For all graduating students. Check with your Department for location.

Fashion Show

Thursday, May 13, Tickets required

Altman Building, 135 West 18th St., New York, NY

Pratt presents the fashion designs of its graduating class in an event that draws more than 1,000 industry professionals, VIPs, and celebrities. The event also honors a fashion icon for his or her contributions to the field.

PLEASE READ THIS CAREFULLY
QUESTIONS? CALL US 718-636-3663
EMAIL US at GRADUATION@PRATT.EDU

**OR STOP BY THE REGISTRAR'S OFFICE—THRIFT HALL, FIRST FLOOR
PRATT INSTITUTE 200 WILLOUGHBY AVENUE BROOKLYN NY 11205**