Touro Law Center Commencement 2014

Contents of Graduation Packet

Letter including:

Notice of Incomplete Graduation Requirements – It is imperative that you review this list and make sure you are aware of and in the process of completing all degree requirements. If you have any questions regarding the notice you received, please come to or call the Registrar’s Office beginning Monday, March 31, 2014.

Listing of Graduate Name and Previous Degrees Earned – This is the way your listing will appear in the Commencement Program. Please verify that your listing is correct, and notify the Registrar’s Office, in writing, of corrections required no later than Friday, April 11, 2014.

Listing of Previous Awards/Honors – This is the way your listing will appear if you received academic awards, such as CALI awards, Honors Program status or were granted a Fellowship during your tenure at Touro Law Center. This list will be included in the Commencement Program to recognize the achievements of our graduates. **These awards are not presented at the Commencement Ceremony.** Please check this list and notify the Registrar’s Office, in writing, of any corrections or omissions no later than Friday, April 11, 2014.

Professor/Guest Hooder Information – Please provide missing or incorrect information no later than Friday, April 11, 2014.

Listing of Law School Activities – If you would like to have additional awards, honors, and/or Touro organization affiliations listed in the Commencement Program, please provide this information no later than Friday, April 11, 2014.

Deadline Sheet – Summary of Graduation Day events – when and where you need to be, and important deadlines! **You are responsible to know and abide by these deadlines.**

Contact Information/Graduation General Information – Explanation of Graduation Day events and ceremony details.

Directions and Map Information Sheet – Helpful guide for getting to the Graduation Day venue.

Information regarding the procedure for amending your law school character and fitness record.

Change of Address Form – Please keep us informed of any change of address and/or contact information.

Dean Emeritus Howard Glickstein’s Famous Restaurant Guide – Dean Glickstein’s recommendations of a variety of local restaurants for post-graduation celebrations.

Graduation Invitations – Your packet contains 4 formal invitations to the graduation ceremony. There are a limited number of extra invitations available on a first come, first served basis. Extra invitations may be picked up beginning Monday, March 31, 2014, in the Registrar’s Office.

Graduation Tickets – Your packet contains 4 tickets to the graduation ceremony. If you have a balance due on your student account, the tickets have been removed from your packet and reserved for you in the Registrar’s Office. When you have cleared your account and we receive confirmation from the bursar, you may pick up your tickets. Graduates and guest hooders do not require tickets for admission. If you do not need all of the 4 tickets, you may share them with classmates or return them to the Registrar’s Office to enable us to give them to graduates who need additional tickets.

The Registrar’s Office will begin taking requests for extra tickets on Monday, March 31, 2014, and will continue through Friday, April 25. It is not first come, first served, so an email will work best to insure we have a record of your request. Your name will be placed on a waiting list with the number of tickets requested. On Monday, April 28, extra tickets will be distributed equitably to all students on the wait list.

Contact Information

Registrar’s Office:              Phone           631-761-7040
                                  E-mail           registrar@tourolaw.edu
                                  Paulak@tourolaw.edu - this address is forwarded
                                  to my home and I will check it up until 9:00 p.m.
                                  on May 24, 2014

Tilles Center for the Performing Arts:  Phone           516-299-3100
                                  Website          www.tillescenter.org

Island Photography              Phone           516-767-1234
                                  Website          www.islandphoto.com

General Information

The Touro Law Center Commencement Exercises

will be held at 12:00 noon on
Sunday, May 25, 2014
at the
Tilles Center for the Performing Arts, 720 Northern Blvd., Brookville, NY

Prior to the Ceremony

Review the contents of the Convocation Packet, including deadlines and Commencement Ceremony information.

Class Orator/Class Professor: Voting for Class Orator and Class Professor will be held under the supervision of the
Student Bar Association.

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Commencement Ceremony Information

Graduates will report to the Tilles Center Main Entrance, 720 Northern Blvd., Brookville, NY, to check in, no later than
11:00 a.m. on Sunday, May 25, 2014.

Academic Attire: All graduates wear the Touro Law Center cap and gown. The hood will be carried over the left arm
until the appropriate time in the ceremony when graduates are hooded. LL.M. students wear a gold stole and students
graduating with honors wear gold honor cords. (No other cords are permitted.) You must have your cap, gown and
hood with you. Hairpins are helpful to hold caps in place. Please have family members take charge of personal items,
handbags, etc. Attire appropriate for the occasion is requested. Graduation gowns can be warm – graduates may be
more comfortable without suit jackets.

A Touro Law Center Information Table in the lobby of the Tilles Center will be staffed with graduation volunteers.

Faculty marshals will assist with organizing the student procession. Your cooperation is needed and will be greatly
appreciated so the student procession will be orderly and ready to enter the theater on time.
The Commencement Exercises will begin at 12:00 p.m. - sharp. It is your responsibility to be in place in the line of march no later than 11:15 a.m., ready to enter the hall precisely at 12:00 p.m.

Due to increased security measures, Graduates and guests are requested not to bring backpacks, bags, etc. into the Tilles Center. Such items may be subject to search by security personnel.

Doors to the Tilles Center will open for Guests at 11:15 a.m. Tilles Center personnel will be available to assist disabled guests with entrance to the theater and appropriate seating.

Professional photographs will be taken of each graduate during the ceremony. You will be sent proofs of your individual and class pictures for purchase. (Class photograph will be a composite of individual graduate, faculty and administration photographs). We request that family or friends taking pictures do not approach the stage area.

While we encourage the enthusiastic support of family and friends, graduates and their guests are expected to respect the solemnity and dignity of the occasion. Behavior that detracts from the ceremony will not be tolerated. We respectfully request that air horns not be brought into the theatre. The noise interrupts and prolongs the ceremony and denies other graduates and their families the joy of hearing names announced. Violators of this request will be asked to leave the theatre.

The Commencement Ceremony

Please pay close attention to Graduation coordinators and volunteers for directions. The Commencement Herald will give directions to stand, be seated, etc.

The New York Brass Choir, Dean Karahalis, Conductor provides the music.

Faculty Marshals lead the student portion of the Academic Procession into the theatre. Graduates are directed to their seats in the center front of the auditorium. Graduates remain standing while the Academic Procession of Administrators, Faculty and Honored Guests enters the auditorium and ascends the stage.

The Commencement Exercises are declared open and all are asked to rise for the National Anthem and to remain standing for the Invocation.

Dr. Kadish delivers his remarks.

Dean Salkin delivers a brief welcome and presents several awards.

Dean Salkin will deliver her remarks.

Speakers deliver their remarks.

Groups of graduates will be presented by degree and completion date to Dr. Kadish for confirmation of the successful completion of degree requirements. Graduates will stand when their group is called and approach the stage at the direction of graduation coordinators.

Upon ascending the stairs to the stage, graduates names will be called. Graduates will cross to stage right to be hooded and photographed. Graduates will continue through the stage right curtain where another photograph will be taken. Graduates will then return to their seats. It is possible that Dr. Kadish will choose to stand and shake hands with graduates. If this is the case, please be respectful, and stop to shake his hand.

All will be asked to rise for the Benediction.
Faculty Marshals will rejoin their graduate groups and the Commencement Exercises will be declared closed. The Academic Procession of Graduates will leave the auditorium followed by the Administrators, Faculty and honored guests.

There will be a Post-Commencement Reception in the Lobby of the Tilles Center.

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**Cap and Gown Return** – Bookstore personnel and graduation volunteers will be available in the lobby of the Tilles Center for graduates to return gowns (and gold stoles for LL.M. graduates). The hood and cap are yours to keep. The gowns are rentals only and graduates will be charged for gowns that are not returned. Please remember that degrees cannot be conferred until all obligations to the Law Center are satisfied including the return of graduation gowns. Your cooperation in promptly returning these items will be appreciated.

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What if graduation requirements are not complete by May 25th (the Commencement Ceremony)?

All May 2014 graduates participating in the Commencement Ceremony are considered to be candidates for graduation. Diplomas are not distributed at the ceremony. All requirements must be complete by the degree conferral date – June 10, 2014.

**Graduation Honors**: May 2014 Valedictorians, Salutatorians and Honor Graduates will be determined by December 2013 cumulative GPAs. Graduates earning these honors will wear gold honor cords as part of their academic attire for the ceremony and their names will be included on a page in the Commencement Program.

G.P.A requirements for Graduation Honors are:

- Cum Laude: 3.533 – 3.732
- Magna Cum Laude: 3.733 – 3.932
- Summa Cum Laude: 3.933 and above

Professors are required to submit final grades for graduating students by Friday, May 23, 2014.

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**Degree Conferral/Bar Certification Information**

Degrees for May 2014 graduates will be conferred on June 3, 2014. Immediately following the entry of degree information into the academic records system, diplomas will be ordered. It takes approximately 4 - 6 weeks for diplomas to be processed. Diplomas will be mailed directly to the address you provided on your graduation application. The address is listed in the letter that accompanies this packet. It is recommended that diplomas not be sent to P.O. Box addresses.

NYS Bar Examination applications (available beginning April 1, 2014) must be submitted on-line, to the Board of Law Examiners website, by April 30, 2014. [https://www.nybarapply.org/](https://www.nybarapply.org/). Once you submit the application, the Board of Law Examiners will e-mail a completed Certificate of Attendance to you. They will also email another copy of the Handwriting Sample form. Both forms will have bar codes for your unique identification. Please complete the handwriting sample and return both the Certificate of Attendance and the Handwriting Sample form to the Registrar’s Office. These forms will be used to certify your eligibility to sit for the NYS bar exam.

Immediately following the conferral of degrees, certification documents for the New York State Bar Examination will be sent to the New York State Board of Law Examiners to meet the deadline of June 15, 2014.
LL.M. Graduates applying to sit for the July 2014 NYS bar exam, are required to sign the LL.M. Certificate of Attendance Form, prepared by the Registrar’s office. If you have not already done so, you are also required to request an evaluation of your Foreign Academic Credentials. Information regarding this process can be found at: https://www.nybarapply.org/feval/.

If you do not plan to sit for the July 2014 administration of the NYS Bar Examination, please notify the Registrar’s office. This information enables us to more accurately calculate the bar pass rate.

If you are taking a bar exam in another jurisdiction, please check the application information carefully to familiarize yourself with procedures and deadlines. Every state is different. In the application process there will be a form that will need to be signed by the Registrar certifying that you have completed degree requirements and are eligible to sit for the exam.
Visitor Information
Tilles Center for the Performing Arts
720 Northern Boulevard
Brookville, NY 11548-1300

By Car, from LI South Shore
In Nassau County, take Wantagh Parkway or Meadowbrook Parkway north to Northern Parkway Exit 31 (Glen Cove Road North; NOT Exit 31A). At light, turn left (north) on Glen Cove Road. Proceed for three miles to Northern Boulevard (Route 25A), turn right (east). C.W. Post is two miles on the right. In Suffolk County, take most convenient north-south road to the Long Island Expressway (I-495) and follow directions from Eastern Long Island.

By Car, from NYC, Queens, Western Nassau County
From NYC - Take Queens-Midtown Tunnel to Long Island Expressway (I-495) to exit 39 (Glen Cove Road), then turn left at the light to travel north; or Queens-Midtown Tunnel to Grand Central Parkway, which turns into Northern State Parkway, to exit 31 (Glen Cove Road north) . Go north for three miles; turn right (east) on Northern Boulevard (Route 25A). Proceed eastward on 25A approximately two miles; turn right at the fifth traffic light into the West Gate of the campus.

From Queens and Western Nassau County - Long Island Expressway (I-495) to exit 39 (Glen Cove Road) then turn left at the traffic light off the exit ramp; or Queens-Midtown Tunnel to Grand Central Parkway, which turns into Northern Parkway, to exit 31 (Glen Cove Road north) . Go north for two miles; turn right (east) on Northern Boulevard (Route 25A). Proceed eastward on 25A approximately two miles; turn right at the fifth traffic light into the West Gate of the campus.

By Car, from Suffolk County
Take Long Island Expressway (I-495) to Exit 41N (Route 107). Turn right (north) onto 107 north to Northern Boulevard (Route 25A). Turn left (west) at Northern Boulevard. Proceed approximately 1/4 mile and turn left at the second traffic light into the West Gate of the campus.

NOTE: You may also use the Northern Parkway instead of the Long Island Expressway. Use Exit 35 for Route 107 north and follow above directions.

By Public Transportation
Train - From Pennsylvania Station: Take the Long Island Rail Road to Hicksville station, Port Washington station, or Greenvale station. Port Washington station and Hicksville station both have bus service to the C.W. Post Campus, although it is necessary to transfer buses if traveling from Port Washington station. Port Washington and Hicksville stations have taxi stands, and taxi service can be arranged by phone from the Greenvale station, by calling Mid-Island Taxi at 516.671.0707 or Arena Taxi Service at 516.671.1848. Taxi service prices range from $8 to $20. For Long Island Railroad information visit www.mta.info or call 516.822.5477.

Bus - C.W. Post is serviced by the Metropolitan Transit Authority, Long Island Bus N20. For schedule times visit www.mta.info or call 516.766.6722. PLEASE NOTE THAT THERE IS LIMITED BUS SERVICE AVAILABLE ON SATURDAY AND SUNDAY. SATURDAY SERVICE ENDS AT 9:15 PM and SUNDAY SERVICE ENDS at 6:00 PM. PLEASE CHECK SCHEDULES.

Parking
There is ample, free on-site parking. Please arrive early. Latecomers will be seated at the discretion of the artists and management.

Handicapped Patron Drop-off and Parking.
Once on campus you will be directed to the best available parking location. Please indicate to the parking guides if you are carrying a handicapped passenger so you may be directed to a specially designated drop-off area adjacent to the theater. Only cars with handicapped permits or license plates will be permitted to PARK in the handicapped parking area.

There are only a certain number of handicapped spaces available. Please arrive early.
Amending or Updating Your Application/File
prior to the
Character & Fitness Process

Section F, question number 27 of the Application for Admission to Practice as an Attorney and Counselor-at-Law in the State of New York, Application for Admission Questionnaire asks:

Have you ever, either as an adult or a juvenile, been cited, arrested, taken into custody, charged with, indicted, convicted or tried for, or pleaded guilty to, the commission of any felony or misdemeanor or the violation of any law, except minor parking violations, or been the subject of any juvenile delinquency or youthful offender proceeding?  No  Yes

If Yes, state:
Name and Locality of Court
Charge or Charges
Disposition Thereof and Underlying Facts

Although a conviction may have been expunged from the records by order of a court, it nevertheless should be disclosed in the answer to this question. Please note that you should have available and be prepared to submit or exhibit copies of police and court records regarding any matter you disclose in reply to this question.

If there is something that you DID NOT disclose on your original law school application (such as an arrest, or even being detained and the case was dismissed or expunged, or even if no paperwork exists), then you need to disclose that to Touro Law Center. OR, if something happens during law school and you have an encounter with the law, you should disclose that to us as well with an update to your application/file.

Please do the following:

1) Get all of the facts and the documentation.
2) Draft a formal letter to Assistant Dean Charlotte Taylor (NOT an email), that includes all of your contact information, and is dated and signed. The letter should include the following:
   a. State that you want to amend OR update your original law school application/file.
   b. State the facts of what happened and the final disposition of the case (fine, community service, dismissed, expunged, etc.).
   c. State the reason why this was not in your original application (was not asked on the application, lawyer said you did not have to disclose, it was expunged, mis-read question, etc.) AND that you need to provide this information to us to update your file.
   d. Include a copy of the documentation (ticket, expungement letter, court dismissal, etc.) if you have that paperwork. (If you don’t have it – get the documentation so that you have it when you are ready for the character and fitness review for admission to practice).
3) You will receive a formal letter from Dean Taylor accepting or rejecting your letter, both letters become a part of your permanent file and copies are released to the Character & Fitness Committee along with a copy of your law school application.

If you need to amend your application/file at this time, or have ANY questions or concerns, please see Assistant Dean Charlotte Taylor in the Office of Student Services – room 302. 631-761-7050 or ctaylor@tourolaw.edu
GRADUATE CHANGE OF ADDRESS FORM

Please keep us informed of any change in your address/phone/email contact information.

Last Name: ________________________________ First Name: _________________________

Touro Law Center ID# OR Last 4 digits of Social Security #: ____________________________

Effective Date of Address Change: ________________________________

Permanent Mailing Address: (Address to which all future mail will be sent)

________________________________________________________________________

(Number & Street)

________________________________________________________________________

(City) (State) (Zip Code)

________________________________________________________________________

(Phone) (Cell Phone)

________________________________________________________________________

(E-Mail Address)

Graduate Signature: ________________________________ Date: _________________

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ACTION BY REGISTRAR’S OFFICE:

Request Processed By: __________________ Date: __________________

Graduate Master List Revised: __________________________

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