



THE KING'S COLLEGE  
NEW YORK CITY

GRADUATES



# Commencement Information

## Commencement Ceremony

Saturday, May 11, 2019

Ceremony: 10:00 AM - 11:30 AM

Graduates Arrive: 7:30 AM - 8:00 AM

Guests Arrive: 9:30 AM - 10:00 AM

St. George's Episcopal Church: 4 Rutherford Place, New York, NY 10003

[tkc.edu/commencement](http://tkc.edu/commencement)

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## COMPLETE GRADUATION APPLICATION AND FEE

**Complete Application:**

[the kingscollege.formstack.com/forms/graduationapplication](http://the kingscollege.formstack.com/forms/graduationapplication)

**Deadline:** Friday, February 22

**Pay \$250 Fee:** charged to your bill

Whether or not you plan to walk at Commencement, you must complete the Graduation Application and Fee to be considered for graduation.

Contact: [registrar@tkc.edu](mailto:registrar@tkc.edu)



## VOTE FOR SENIOR SPEAKER

**Nominations:** Friday, February 22 – Monday, February 25

**Voting:** Wednesday, February 27

**Vote for Senior Speaker:** You will receive an email with the nomination form and voting ballot.

Think carefully and intentionally about who you want to close out your journey at The King's College during the Award Ceremony on Friday, May 10.

Contact: [events@tkc.edu](mailto:events@tkc.edu)



## ORDER REGALIA

**Order Regalia:** [jostens.com/apps/store/customer/1055438/Kings-College/](http://jostens.com/apps/store/customer/1055438/Kings-College/)

**Deadline:** Friday, March 22

**Cost:** \$30.45

To walk at graduation, you must order or borrow a black cap and gown for the Commencement Ceremony. If borrowing regalia from a friend, please be sure to purchase a 2019 tassel at the order link above. Pick up your regalia order during Graduates Regalia and Commencement Ticket Pick Up week between Monday, April 29 and Friday, May 3 at Student Services.

Contact: [events@tkc.edu](mailto:events@tkc.edu)

## HONORS

At graduation, honors are assigned based on Fall 2018 GPAs. You will receive an email if you have honor cords to pick up. Pick up honor cords during Graduates Regalia and Commencement Ticket Pick Up week between Monday, April 29 and Friday, May 3 at Student Services.

Contact: [registrar@tkc.edu](mailto:registrar@tkc.edu)

## SECURE COMMENCEMENT TICKETS

**Request Additional Tickets:**

[the kingscollege.formstack.com/forms/commencement\\_ticket\\_request](http://the kingscollege.formstack.com/forms/commencement_ticket_request)

**Deadline:** Friday, May 3

**Cost:** Free

Each graduate is allotted six commencement tickets. Additional tickets are available if requested before Friday, May 3, using the link above. Pick up tickets during Graduates Regalia and Commencement Ticket Pick Up week between Monday, April 29 and Friday, May 3 at Student Services.

Contact: [events@tkc.edu](mailto:events@tkc.edu)

## PAY YOUR BILL

**Pay Your Bill:** [students.tkc.edu](http://students.tkc.edu) > My Ledger

**Deadline:** Friday, May 10

You must have a zero balance on your student account to walk in the Commencement Ceremony on Saturday, May 11.

Contact: [financialservices@tkc.edu](mailto:financialservices@tkc.edu)



## PLAN FOR COMMENCEMENT EVENTS

Registration for guests and graduates is required for non-mandatory events.

Contact: [events@tkc.edu](mailto:events@tkc.edu)

### MANDATORY GRADUATES LUNCHEON

Wednesday, February 13  
12:15 PM - 1:15 PM

📍 City Room

Plan to attend the mandatory graduates luncheon to hear about important Commencement specifics, life as an alumni, and careers after college.

### GRADUATES RECEPTIONS

Friday, May 3  
6:00 PM - 9:00 PM

#### MCA, ENG, & HUM

6:00 PM - 7:30 PM

📍 Beckett's, 81 Pearl Street

#### PPE & PHL

6:00 PM - 7:30 PM

📍 The Dubliner, 45 Stone Street

#### BUS & FIN

6:00 PM - 7:30 PM

📍 The Ainsworth, 95 Pearl Street

#### RTS

6:00 PM - 7:30 PM

📍 Ulysses, 95 Pearl Street

#### All Graduates Celebration

7:30 PM - 9:00 PM

📍 Student Union

### Register for Graduates Department Farewell Receptions:

[kingscommencement.eventbrite.com](https://kingscommencement.eventbrite.com)

**Deadline:** Friday, May 3

Graduates, faculty, and alumni are invited to department farewell receptions from 6:30 PM to 7:30 PM at various locations. Food is provided. All departments will gather from 7:30 PM to 9:00 PM at the Student Union to close out the night. Snacks and beverages are provided.



### MANDATORY GRADUATES REHEARSAL

Wednesday, May 8  
6:00 PM - 7:00 PM

📍 City Room

Plan to attend the mandatory rehearsal in preparation for the Commencement Ceremony.

### AWARD CEREMONY

Friday, May 10  
6:00 PM - 7:00 PM

📍 City Room

**Register for Award Ceremony:** RSVP link emailed to nominees

**Deadline:** Friday, May 3

Due to renovations at Trinity Church, the 3rd Annual Award Ceremony will take place in the King's City Room, where we announce graduate, staff, and faculty awards. Award nominees and two guests will be invited to RSVP via email for seating in the City Room. All other guests may watch a live feed of the ceremony in the Lobby and Student Union, or on their personal devices.

### PARENTS RECEPTION

Friday, May 10  
7:00 PM - 8:00 PM

📍 Lobby and Student Union

**Register for Parents Reception:**

[kingscommencement.eventbrite.com](https://kingscommencement.eventbrite.com)

**Deadline:** Friday, May 3

Graduates and parents are invited to the annual Parents Reception, immediately following the Award Ceremony, to mingle with fellow graduates, faculty, and staff. Hors d'oeuvres will be served. Due to space restrictions, extended family and friends are not invited to this event. *Due to space restrictions, extended family and friends are not invited to this event.*






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## HOTEL DISCOUNTS

Reserve your stay with King's discounts:

[tkc.edu/visit](http://tkc.edu/visit) > Scroll to bottom of page.

📍 **Holiday Inn – Manhattan:**

99 Washington Street  
New York, NY 10006

📍 **AC Hotel New York Downtown:**

151 Maiden Lane  
New York, NY 10038

📍 **The Double Tree – Stone Street:**

8 Stone Street  
New York, NY 10004

📍 **Fairfield Inn – Front Street:**

161 Front Street  
New York, NY 10038

Contact: [gcroley@tkc.edu](mailto:gcroley@tkc.edu)

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## ANNOUNCEMENTS, PHOTOGRAPHY, AND DIPLOMAS

### ANNOUNCEMENTS

**Order Announcements:** [jostens.com/  
apps/store/customer/1055438/  
Kings-College/](https://jostens.com/apps/store/customer/1055438/Kings-College/)

Order optional graduation announcement packages from Jostens. Orders are shipped directly to the address given.

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### PHOTOGRAPHY

The events and production team will take individual photos of you before the ceremony on Saturday, May 11 between 8:30 AM and 9:30 AM and while receiving your diploma, as well as a class photo after the ceremony. All photos are sent two weeks after commencement in a graduates follow up email. You may download photos to order prints on your own or post online as you wish.

Contact: [medialab@tkc.edu](mailto:medialab@tkc.edu)

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### DIPLOMAS

**Order Frame:** [diplomaframe.com/king](http://diplomaframe.com/king)

Your diploma will be held for pickup at the Registrar's Office or mailed to the address indicated in your Graduation Application. Diplomas may take up to two months to process after final grades are submitted. To purchase a King's diploma frame, visit Church Hill Classics for a variety of options, using the link above.

*Note: Your document is 11" w x 8.5" h*

Contact: [susan.pifer@diplomaframe.com](mailto:susan.pifer@diplomaframe.com)

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## CLASS GIFT

In previous years, classes have come together to purchase a gift for The King's College. Contact Megan Phelps if you are interested in organizing a class gift. Organizers are responsible for collecting funds, selecting, purchasing, and presenting the gift at the Award Ceremony on Friday, May 10.

Contact: [mphelps@tkc.edu](mailto:mphelps@tkc.edu)

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## KING'S GEAR

During Graduates Regalia and Commencement Ticket Pick Up week between Monday, April 29 and Friday, May 3, graduates receive a 10% discount on all King's Gear items if purchased in-person at Student Services.

Contact: [kingsgear@tkc.edu](mailto:kingsgear@tkc.edu)



## CAREER DEVELOPMENT

Meet with the Office of Career Development to discuss your next steps after graduating. Don't have a job lined up? We'll note your interests to send relevant opportunities your way. Have a job or next step lined up? Great! We want to hear about it.

Contact: [careers@tkc.edu](mailto:careers@tkc.edu)

## ALUMNI COMMUNICATION

**Alumni Facebook Page:**  
[facebook.com/TKCAlumni](https://www.facebook.com/TKCAlumni)

**Alumni Facebook Group:**  
[facebook.com/groups/tkc alumni](https://www.facebook.com/groups/tkc alumni)

**Alumni Webpage:**  
[tkc.edu/info/alumni](http://tkc.edu/info/alumni)

**King's Instagram:**  
[instagram.com/thekingscollege](https://www.instagram.com/thekingscollege)

As a King's graduate, you are automatically subscribed to the *Alumni Newsletter* and the *King's Insider*, each sent monthly with information about upcoming events, College news, and class notes. Other ways to stay connected are to join the TKC Alumni Facebook Group to engage in alumni conversations and like the TKC Alumni Facebook Page to follow College news.

Contact: [communications@tkc.edu](mailto:communications@tkc.edu)

## CONTACTS

- If you have questions about life as an alum or wish to update your contact information, please email Tonnie Chen, Director of Development Services, at [tchen@tkc.edu](mailto:tchen@tkc.edu).
- To stay engaged with King's or get involved with the Alumni Association, please email Sarah Keenan, President of the Alumni Association, at [sarahcferrara@gmail.com](mailto:sarahcferrara@gmail.com).

## KING'S EMAIL

As an alum, your @tkc.edu email account will remain active with conditions below.

- Accounts will remain active as long as mail is read, and the account is in use. Accounts not used for 180 days will be deleted.
- Accounts will be limited to the amount of mail storage as determined by the IT Department.
- Accounts will continue to have Student Portal access to The King's College system.
- Accounts used to create bulk email or spam will be immediately deleted.

Contact: [helpdesk@tkc.edu](mailto:helpdesk@tkc.edu)

## ALUMNI GATHERINGS

Attend Alumni Gatherings for faculty, staff, and alumni.

### FEBRUARY ALUMNI GATHERING WITH DRU JOHNSON

Tuesday, February 12  
7:00 PM – 9:00 PM  
📍 The Malt House  
[goo.gl/forms/LytKi6Jcaf9gP07o2](https://goo.gl/forms/LytKi6Jcaf9gP07o2)

### MARCH ALUMNI GATHERING WITH PAUL GLADER AND BRIAN BRENNBERG

Tuesday, March 26  
7:00 PM – 9:00 PM  
📍 The Malt House  
[goo.gl/forms/UGxXE66RyX2o7hyr1](https://goo.gl/forms/UGxXE66RyX2o7hyr1)

Contact: [alumni@tkc.edu](mailto:alumni@tkc.edu)





### WEDNESDAY, FEBRUARY 13

- Mandatory Graduates Luncheon  
12:15 PM - 1:15 PM  
📍 City Room

### FRIDAY, FEBRUARY 22

- Deadline for [Graduation Application](#)

### FRIDAY, FEBRUARY 22 – MONDAY, FEBRUARY 25

- Senior Speaker Nominations

### WEDNESDAY, FEBRUARY 27

- Senior Speaker Vote

### FRIDAY, MARCH 22

- Deadline to [Order Regalia](#)

### MONDAY, APRIL 29 – FRIDAY, MAY 3

- Graduates Regalia and Commencement Ticket Pick Up  
📍 Student Services
- 10% King's Gear Discount  
📍 Student Services

### FRIDAY, MAY 3

- Deadline to [Register for Graduates Department Farewell Receptions, Award Ceremony, Parents Reception](#)
- Deadline to [Request Additional Commencement Tickets](#)
- Deadline to Pick Up Graduates Regalia and Commencement Tickets  
📍 Student Union
- Graduates Department Farewell Receptions  
6:00 PM - 7:30 PM  
📍 Various Locations
- MCA, ENG, & HUM  
📍 Beckett's, 81 Pearl Street
- PPE & PHL  
📍 The Dubliner, 45 Stone Street
- BUS & FIN  
📍 The Ainsworth, 95 Pearl Street
- RTS  
📍 Ulysses, 95 Pearl Street
- All Graduates Celebration  
7:30 PM - 9:00 PM  
📍 Student Union

### WEDNESDAY, MAY 8

- Mandatory Graduates Rehearsal  
6:00 PM - 7:00 PM  
📍 City Room

### FRIDAY, MAY 10

- Deadline to Pay Your Bill
- Award Ceremony  
6:00 PM - 7:00 PM  
📍 City Room
- Parents Reception  
7:00 PM - 8:00 PM  
📍 Lobby and Student Union

### SATURDAY, MAY 11

- Commencement Ceremony  
10:00 AM - 11:30 AM  
📍 St. George's Episcopal Church  
4 Rutherford Place  
New York, NY 10003
- Graduates Arrive: 7:30 AM - 8:00 AM
- Faculty Arrive: 8:30 AM - 9:00 AM
- Guests Arrive: 9:30 AM - 10:00 AM

