



DSUNY
DOWNSTATE
Medical Center

SCHOOL OF PUBLIC HEALTH

GRADUATING STUDENT HANDBOOK 2017



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GETTING READY FOR COMMENCEMENT DAY

GRADUATION APPLICATION

The first step in preparing for graduation involves filing an on-line **Graduation Application through myDownstate Banner, our student information system.**

We will send information to you by email in December 2016 about logging on to complete the Application. So please make sure you regularly check your Downstate email account. The information that you will be providing is used to order your diploma and to collect information regarding your participation in Commencement Exercises.

DIPLOMA

The diploma is ordered with your legal name. You may elect to use your middle name or initial on the Application without submitting official documentation. If you anticipate formally changing your name before completing the requirements for your degree, and you wish your new name to be reflected on your diploma, you must present official documentation (e.g., marriage certificate, naturalization papers, etc.) to the Office of the Registrar by **January 27, 2017**. If your name becomes official after the January 27th deadline, you will be required to submit official documentation of the name change prior to receiving your diploma. Any questions regarding this procedure should be directed to the Office of the Registrar.

Please note: Diplomas are ordered in your official name at the time of graduation. Diplomas will not be ordered with a name that changes officially **AFTER** the graduation date.

PARTICIPATION IN COMMENCEMENT EXERCISES

Complete the sections *Curriculum Selection*, *Graduation Year Selection*, *Graduation Ceremony Selection*, *Academic Attire Order* and *Diploma Name Selection* on the on-line Graduation Application, whether or not you intend to participate in the Commencement Exercises. This information is also used to order your diploma. In addition, complete the section **Ceremony Selection** if you intend to participate in the Commencement Exercises. The Application must be completed on-line by **Friday, January 27, 2017**.

You will be able to print a Graduation Application Summary following completion of the Graduation Application.

The graduation fee for all graduating students is \$160. Students pay this fee regardless if they attend Commencement

Please note: Students may march in one Commencement Exercises. Those students who have or will complete degree requirements in August 2016,

December 2016, and May 2017 are eligible to attend the May 2017 Commencement Exercises.

GRADUATION REQUIREMENTS

To be considered for graduation, you must achieve the following:

- Satisfactory completion of all course requirements as defined by your program;
- Satisfactorily remediate any academic deficiencies.
- Be in good standing (i.e., not on academic or disciplinary probation at the time of graduation).
- Have a grade point average of B or 3.0 on a 4.0-point system.
- Have no disciplinary charges in progress or pending.
- Satisfy all financial obligations due SUNY Downstate.
- Satisfy all required course work.
- Complete a mandatory financial aid exit interview if you received financial aid while at SUNY Downstate.

STUDENT ACCOUNTS

All graduating students must satisfy all financial obligations owed to SUNY Downstate.

LIBRARY FINES

Unpaid fines will result in a borrower's being blocked from checking out further materials and may cause a delay in graduation. Overdue fines may be paid by cash or check at the Bursar's Office. Any student who has not met all financial and administrative obligations to the institution will not receive his or her diploma until cleared by the appropriate office.

STUDENT LOAN EXIT INTERVIEWS

Office of Financial Aid

The following information applies to students who have taken a Student Loan during their attendance at Downstate. Prior to graduation, you must complete the Student Loan Exit Interview. If you have had a Perkins Loan, you must complete an exit interview for that loan according to instructions you will receive from the Office of the Bursar.

You must be aware of the total dollar amount of Federal Student Loans you have accumulated before you begin the Student Loan Exit Interview.

1. Summary information regarding your Federal loans is available at The National Student Loan Data System (http://www.nslds.ed.gov/nslds_SA/)

2. If you have your federal PIN, you will also be able to retrieve information on your Federal loans at the National Student loan Data System website (<http://www.nslds.ed.gov>). Select the link that takes you to "Financial Aid Review" and follow instructions.
3. Then click on the Exit Counseling tab and complete the exit interview.

The Financial Aid Office at Downstate, your lender, and your guarantor will all automatically be notified that you have completed the Exit Interview. No further paperwork is required. However, if you have further questions, please make an appointment to talk to someone in the Financial Aid Office.

Please do not hesitate to contact the Office of Financial Aid should you have any questions. financialaid@downstate.edu 718-270-2488

BURSAR'S OFFICE

All loans (Perkins & NSL) borrowed through campus-based loan programs are exited by Bursar's Office.

NSL Borrowers — are required to go through the exit interview process prior to graduation. You will be notified by email to come into our office to complete the NSL exit interview. If you have not heard from us via email by the end of March, or you will not be on campus during the Spring semester, call (718) 270-1078 to arrange for an appointment.

Perkins Borrowers — are exited electronically by the Bursar's Office. No appearance or further paperwork is required by you...the student.

COMMENCEMENT EXERCISES

Tuesday, May 23, 2017

3:30 pm

Carnegie Hall

Tickets are required for guests only

The School of Public Health along with the College of Medicine and the School of Graduate Studies will honor the Class of 2017 at its Commencement Exercises. The ceremony includes the academic procession, greetings from the President, a speaker from the Class of 2017, the Commencement speaker and the College of Medicine, School of Graduate Studies and School of Public Health graduation. Each graduating student walks across the stage and is recognized by name. Academic attire is required.

INVITATIONS & TICKETS

All participating students will receive 6 tickets for general admission into Carnegie Hall. Requests for additional tickets must be submitted on your Graduation Application and will be accommodated based on availability. All

tickets and invitations must be picked up in person from your program and will be available beginning in early April.

ACADEMIC ATTIRE

Degree candidates who wish to participate in the Commencement Exercises **are required to wear academic attire** and to march with members of the faculty and honored guests in the academic procession.

Academic Attire orders must be submitted through the on-line Graduation Application. Academic attire can be picked up at the University Bookstore located at the Student Center, 394 Lenox Rd., Main Floor. The University Bookstore will contact you via email when your attire is ready to pick up. If you wish to be included on the line for marching at Carnegie Hall, ALL ATTIRE MUST BE PICKED UP NO LATER THAN MAY 16TH.

Please note: Academic attire will NOT be available for pick up at Carnegie Hall.

You must bring your attire with you to graduation.

WHAT TO EXPECT ON COMMENCEMENT DAY

All graduates must report with their academic attire no later than 2:30 p.m. to the 161 West 56th Street (stage) entrance. You will not be returning to your robing area. Do not carry personal belongings with you. Promptly at 2:45 p.m. the staff will begin to line you up for the processional. Because of the starting time of the Commencement Ceremony, you are strongly encouraged to travel to Carnegie Hall by public transportation. You may take the Q,N,R or W trains to 57th Street, or any train that goes to Columbus Circle (59th Street and 8th Avenue, the 1,2,A,B,C or D trains) and walk to 56th Street.

GUESTS

All guests will enter through the front entrance on 57th Street and 7th Avenue. They will not be permitted to enter through the stage entrance with you. Guests will not be permitted to enter the Hall before 3:00 p.m., so keep that in mind if you want them to hold any personal belongings.

Once the faculty and student procession begins, guests who are not already in the Hall will not be permitted to enter the Hall until the graduates and the faculty are seated. Since all seating is general admission, seats will be taken on a first come, first served basis. As the Hall fills up, areas will be closed off and guests arriving will be directed to seating that is available. Please plan accordingly. To maintain the dignity of the ceremony, the guests will be asked by the ushers to keep the aisles clear.

AWARDING OF DEGREES

During the ceremony, each candidate will have his/her name read aloud, walk across the stage, and shake hands with the President and the Dean of

the School of Public Health. Graduates will not be permitted to bring or carry children with them on stage.

PHOTOGRAPHY INFORMATION

It is recognized that many of the guests wish to have photographs showing their student during the time that they are on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as s/he shakes hands with the President. All graduates will be required to fill out a photograph information sheet on-line prior to May 16th. Because your guests may wish to take their own photographs as well, the following accommodations have been made. We ask that only one guest or member of your family leave their seat to take the picture. We also ask that your guest remains seated until you have approached the stage stairs. At this time, your guest should proceed to the rear of the Hall, turn left and walk down the extreme right aisle (now facing the stage) near the wall. A "Downstate staff usher" will meet your guest and ask them to provide the name of the graduate whom they wish to photograph. Since the graduates are announced in alphabetical order, your guest will be allowed to enter one of the first few rows and take a seat close to the stage. After they have taken your picture, they will be asked to return to their seat. From their seats, guests will be permitted to use hand-held, self-contained home video equipment using only the existing lighting in the hall.

Balloons are NOT permitted in Carnegie Hall.

Please share this information with your guests!

STUDENT HEALTH INSURANCE

Any student who currently has health insurance through the SUNY Downstate School plan, and will not have other coverage through your employment on August 1, 2017, is eligible to purchase continuing coverage from the broker who handles our insurance. You only have 30 days from the end of coverage (July 31, 2017) to complete your enrollment. Please contact:

Ms. Daryl Hall

HSA Consulting, Inc.

2477 Stickney Point Road, Suite 207B

Sarasota, Florida 34231

1-888-978-8355

Fax: 1-941-925-2001

E-mail: daryl@hsac.com

SCHOOL EMAIL ACCOUNT

Graduating students School email account will remain active for a period of six (6) months following your graduation date.

QUESTIONS

Bursar	Avion Ambrose	(718) 270-1078
Exit Interviews for Campus-Based Loans		
Bookstore		(718) 270-2488
Student Academic Attire Issues		
Financial Aid	James Newell	(718) 270-2488
Financial Aid Exit Interviews		
Library	Juannetta Le Gree	(718) 270-7401
Library Fines		
School of Public Health.....	Daniel Ilyayev	(718) 270-2759
Student Affairs/Registrar	Edward Graciano	(718) 270-4551
Attendance at Commencement		
Completion of Graduation Requirements		
Graduation Honors		
Ordering and Receiving Diploma		
Health Insurance	Jeffrey Putman	(718) 270-2187
Student Center	Info Desk	(718) 270-2487
Student Life	Meg O’Sullivan	(718) 270-3294
Commencement Ceremony		
Guest Issues		