2019 Queens Graduate Level Commencement Exercises

Student Information Book

As of 2/21/19
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Schedule of Commencement Events

Monday, May 6, 2019

12 p.m. – 8 p.m.

Academic Attire Distribution ~ St. John’s College of Liberal Arts and Sciences

*Distribution will be closed between 6 – 6:30 p.m.*

Queens Campus ~ Marillac Terrace (Cafeteria)

Tuesday, May 7, 2019

12 p.m. – 8 p.m.

Academic Attire Distribution ~ The Peter J. Tobin College of Business and College of Pharmacy and Health Sciences

*Distribution will be closed between 6 – 6:30 p.m.*

Queens Campus ~ Marillac Terrace (Cafeteria)

Wednesday, May 8, 2019

12 p.m. – 8 p.m.

Academic Attire Distribution ~ The School of Education and College of Professional Studies

*Distribution will be closed between 6 – 6:30 p.m.*

Queens Campus ~ Marillac Terrace (Cafeteria)

Friday, May 17, 2019

5 p.m.

College of Professional Studies Queens Graduate Level
Commencement Exercises
Carnesecca Arena

Saturday, May 18, 2019

4 p.m.

Baccalaureate Mass ~ Tickets required
St. Thomas More Church
(Doors open at 3 p.m.)

Monday, May 20, 2019

6 p.m.

College of Pharmacy and Health Sciences Queens Graduate Level
Commencement Exercises *
Carnesecca Arena

* Prior to the Commencement Exercises, the College will host a Robing Ceremony for Ph.D. and M.S. candidates. For more information, please contact Dr. Marc Gillespie at (718) 990-1412.

Tuesday, May 21, 2019

6 p.m.

The Peter J. Tobin College of Business Queens Graduate Level
Commencement Exercises
Carnesecca Arena

Wednesday, May 22, 2019

6 p.m.

The School of Education Queens Graduate Level
Commencement Exercises
Carnesecca Arena

Thursday, May 23, 2019

6 p.m.

St. John’s College of Liberal Arts and Sciences Queens Graduate Level
Commencement Exercises
Carnesecca Arena

Rules of Conduct
The Dean of Student Affairs advises graduates that the University will not hesitate to take serious disciplinary actions against students for alcohol abuse, destruction of property or other violations of University policy during graduation activities or the Commencement Exercises.

www.stjohns.edu/commencement
Key Dates and Deadlines

February

Visit your dean’s office to confirm your eligibility to participate in Commencement 2019

Review this 2019 Queens Graduate Commencement Exercises Student Information Book and visit the Commencement Web site at www.stjohns.edu/commencement

Visit the University Information System (UIS) to
~ Review your transcript for accuracy of grade changes, transfer credits, etc.
~ Check your account for holds (parking tickets, library fines, etc.) and clear all holds with the Bursar’s Office
~ Update your home address and contact information

Like us @StJohnsNow to receive important graduation information

Follow us @StJohnsU

March 4

Online registration and academic attire ordering opens for Commencement
~ go to University Information System (UIS) to register for the Commencement Exercises and order your academic attire

March 7

Online application for diploma ordering opens
~ go to University Information System (UIS) to order your diploma

April 15

Last day to order graduation announcements if you want them in time for Commencement
~ Visit www.herffjones.com/college/stj
Note: Announcements can be ordered up to July 3, 2019

April 29

Last day to register and order academic attire for Commencement 2019
~ go to University Information System (UIS) to register for the Commencement Exercises and order your academic attire

May 6, 7, 8

Pick up academic attire on your scheduled Academic Attire Distribution Day. All students must pick up their attire during Academic Attire Distribution.

Pick up Baccalaureate Mass tickets from the Campus Ministry Office or at Academic Attire Distribution

Pre-order Commencement Exercises portraits and diploma photos from Grad Images® at www.gradimages.com (see pg. 11 for more information)

May 8

Last day to complete the online application for diploma
~ go to University Information System (UIS) to order your diploma

May 24

Remember to register on the St. John’s online alumni community at www.stjohns.edu/alumni-friends/connect-online

July 8

Diplomas will be available for pick up at your dean’s office. Be sure to call your dean’s office beforehand as diploma availability is dependent upon the date the diploma was ordered.

www.stjohns.edu/commencement
Diploma Ordering

Diplomas
- Graduates must submit an online diploma application in order to receive their diploma.
- The last day to order your diploma is Wednesday, May 8.

Instructions for the Online Application for Diploma:
1. Log onto University Information System (UIS).
2. Click on the Student tab.
3. Click on the Graduation tab.
4. Click on the Application for Diploma menu.

Pick Up Dates
- Your diploma will be available for pick up at your dean’s office starting on (depending on application date):
  - Monday, July 8, 2019

* Diplomas are ordered throughout the spring term, if a student applied late for their diploma it will not be available to pick up at the beginning of diploma distribution in the dean’s office. Be sure to call your dean’s office beforehand to confirm your diploma is available. Please contact the Registrar’s Office for more information regarding the ordering process.

Registration for Commencement Exercises

Graduates must register and order academic attire in order to attend and participate in the Graduate Level Commencement Exercises. Students who have been deemed eligible to participate by their respective dean’s office may register to attend the Commencement Exercises. To confirm your eligibility status, contact your dean’s office immediately.

- Online registration and Academic Attire ordering starts on Monday, March 4 and ends on Monday, April 29.
- You may log back in to the form until Monday, April 29 to revise your registration and attire order. Please reprint the new confirmation e-mail.
- If you believe you are eligible but cannot register via UIS, please see your dean’s office immediately.

If you require special assistance of any kind on graduation day, please notify your dean’s office immediately.

Instructions for Commencement Registration and Attire Orders:
- Log onto University Information System (UIS).
- Click on the Student tab.
- Click on the Graduation tab.
- Click on Commencement Registration Menu.
- Your name and degree information will pre-populate if you are eligible to register and order attire. (If you receive a message that says you are not eligible; you must see your dean to confirm eligibility.)
- Fill out the form in its entirety with all of the necessary information regarding your attendance and your attire.
- To complete your Commencement registration and order your attire, you must complete the “What’s Next” survey.
- Print your confirmation e-mail for your records and bring a copy with you to Academic Attire Distribution.

International Students Requesting Invitation to Commencement
- Do you have family or guests coming from outside of the United States that need travel documentation? If yes, please visit the Registrar’s Office to complete a request form.
Academic Attire Ordering
All graduates must register and order academic attire at the same time through the University Information System (UIS). Wearing academic attire (cap, gown and hood) is both a tradition and a requirement to participate in the Commencement Exercises. The graduate’s academic attire will serve to admit the graduate to the assembly location.

There is no charge for academic attire and students may keep their attire as a souvenir gift from St. John’s University. For apparel under your attire, dress with an eye to comfort. It is strongly recommended that you not bring personal belongings to the ceremony.

Distribution of Academic Attire

St. John’s College of Liberal Arts and Sciences
Monday, May 6, 2019
12 p.m. – 8 p.m.
Distribution will be closed between 6 – 6:30 p.m.
Marillac Terrace (Cafeteria)

College of Pharmacy and Health Sciences and
The Peter J. Tobin College of Business
Tuesday, May 7, 2019
12 p.m. – 8 p.m.
Distribution will be closed between 6 – 6:30 p.m.
Marillac Terrace (Cafeteria)

The School of Education and
College of Professional Studies
Wednesday, May 8, 2019
12 p.m. – 8 p.m.
Distribution will be closed between 6 – 6:30 p.m.
Marillac Terrace (Cafeteria)

Attire
• All students must pick up their attire during the scheduled distribution days listed above. No attire will be distributed between Thursday, May 9 and Thursday, May 16.
• Graduates must bring their StormCard in order to check in and pick up attire.
• Graduates will check in with their dean’s office and readers in order to confirm participation and the pronunciation of names.
• If you have not registered online, you must see your dean to confirm eligibility and to complete a Late Registration Form. Graduates will not be able to pick up attire if they haven’t registered or received prior approval from their academic dean’s office.
• Before leaving attire distribution, graduates are strongly advised to try on their cap, gown and hood.
• A Grad Images® photographer will be present at Academic Attire Distribution to take a formal photograph in your attire, please come prepared!

Honor Cords
• For more information regarding honor cords and how to receive them, please contact your honor society’s administrator or dean’s office.
Third Party Pick Up

- If you are unable to make it to Academic Attire Distribution, you may designate a third party to pick up your attire. Each school and college has different requirements. Please see below for your school/college’s policy.
  - St. John’s College of Liberal Arts and Sciences ~ Please bring the graduate’s registration confirmation e-mail, graduate’s StormCard, and designated student’s StormCard, if another student is picking up.
  - The School of Education ~ Please bring the graduate’s registration confirmation e-mail and graduate’s StormCard.
  - The Peter J. Tobin College of Business ~ Please bring the graduate’s registration confirmation e-mail, graduate’s StormCard, and documentation granting permission for XXX to pick up.
  - College of Pharmacy and Health Sciences ~ Please bring the graduate’s registration confirmation e-mail, graduate’s StormCard, and documentation granting permission for XXX to pick up.
  - College of Professional Studies ~ Please bring the graduate’s registration confirmation e-mail, graduate’s StormCard, and documentation granting permission for XXX to pick up.

Baccalaureate Mass ~ Open to all Graduating Students

Saturday, May 18, 2019
4 p.m. (Doors open at 3 p.m.)
St. Thomas More Church

The Baccalaureate Mass is an opportunity for the University Community to gather with you and your families to give thanks for all of the gifts and blessings you have received from God. It is also our chance to pray for you and to ask God’s blessing upon you as you move into the next phase of your life.

Mass Tickets and Seating

- Mass tickets can be picked up beginning in May in the Office of Campus Ministry, Marillac Hall, Rm. 239 during regular business hours OR during Academic Attire Distribution.
- Admission is by ticket only.
- Seating is on a first-come, first serve basis and will be based on the order of arrival.
- Seats may not be saved.
- Graduates are asked to wear their academic attire to Mass. The hood may be worn, but we ask that graduates not wear their cap to Mass.
- Graduates should sit with their families during Mass.

For more information regarding Mass tickets, please contact the Office of Campus Ministry at 718-990-6255.

Participate in Mass

If you would like to participate in the Mass in a ministerial role, such as a lector, extraordinary minister of communion, candle bearer or gift bearer, or if a graduate or member of a graduate’s family is a Catholic Priest and would like to concelebrate the Mass, please contact Dennis Gallagher at 718-990-2125 or e-mail gallagd1@stjohns.edu.
Commencement Day

Graduate Responsibilities
- Arrive at your assembly location no later than 4:30 p.m. for all schools/colleges except College of Professional Studies
  - College of Professional Studies Graduates should arrive in the assembly location no later than 4 p.m.
- Master degree candidates wear your academic attire (gown, hood, and cap) to the ceremony. Your tassel should be on the right side.
- Doctoral degree candidates wear your academic attire (gown and cap) to the ceremony and carry the hood over your right arm. You will be hooded during the ceremony.
- Wear comfortable footwear and clothing.
- It is strongly recommended not to bring personal belongings.
- Follow the line-up, processional and recessional instructions of your academic deans, marshals and event staff.
- Once directed to your row in the graduate seating area, remain standing until the end of the Invocation.
- Follow the instructions for the calling of your name as you are asked to walk across the stage.

If you need assistance during Commencement, please locate your dean, event staff, or a Public Safety Officer.

Assembly and Line-Up Location
- There is no rehearsal for the Commencement Exercises.
- The academic deans will be in the assembly area to line-up graduates in strict alphabetical order for the calling of names.

All graduates should assemble as follows:

**College of Professional Studies** ~ Friday, May 17, 2019; 4 p.m. in the Auxiliary Gym, Carnesecca Arena

**College of Pharmacy and Health Sciences** ~ Monday, May 20, 2019; 4:30 p.m. in Taffner Field House

**The Peter J. Tobin College of Business** ~ Tuesday, May 21, 2019; 4:30 p.m. in Taffner Field House

**The School of Education** ~ Wednesday, May 22, 2019; 4:30 p.m. in Taffner Field House

**St. John's College of Liberal Arts and Sciences** ~ Thursday, May 23, 2019; 4:30 p.m. in Taffner Field House

**Graduates must check in with their deans during this time in order to participate in the ceremony.**

Duration of Exercises
- Great care has been taken to ensure the ceremonies are completed as quickly and as smoothly as possible. The ceremonies are expected to last between 1 and 2 hours, depending upon the school or college.

Calling of Names and Hooding of Doctoral Students and Pharm.D. Students
- Graduates’ names will be called at the exercises. As the graduate’s name is announced, the graduate will walk across the stage to greet their dean.
- Doctoral level candidates and Pharm.D. candidates will be hooded during their school/college Commencement Exercises.
- Graduates will be seated for the remainder of the ceremony and will process out together with their fellow classmates.

www.stjohns.edu/commencement
Commencement Day continued

Ceremony Photography and Video
- There will be professional photographers from Grad Images® taking photographs of the graduates (see pg. 10 for details).
- The ceremony will be captured on video and made available for purchase following the ceremony (see pg. 10 for details).
- Guests will not be able to approach the stage area or graduate seating area prior to the start of the ceremony or for the duration of the ceremony for any reason, including photography and videotaping.

Web Viewing
- Each Graduate Commencement Exercise will be streamed live at www.stjohns.edu for those who are unable to attend the ceremony in person.

Public Safety
- Please only bring necessary items with you on the day of Commencement. Please review the list below for items that are NOT allowed at the ceremony:
  - Backpacks
  - Balloons
  - Weapons
  - Alcoholic beverages
  - Sealed packages of any kind
  - Aerosol cans or noisemaking devices
  - Any materials constituting unauthorized advertising or promotion
  - Personal folding chairs
  - Laser pointing devices
  - Strollers
  - Umbrellas
  - Flags, banners, or signs
  - Bottles or cans (glass or metal)
  - Animals (unless a service animal)
  - No handbags or tote bags bigger than 10"x10"x10"
  - Drones

Lost and Found
- The Office of Public Safety will collect and hold any items that are lost or found, during the ceremonies. If you need to report or find a lost item, please see a Public Safety Officer.

www.stjohns.edu/commencement
International Stoles

- International stoles represent the country and academic accomplishments of a student who has studied abroad or is studying in the United States. Individual students can wear a stole at Commencement to show pride in their accomplishment. Please note these stoles are not meant to represent your country of origin.
- If you studied abroad and/or are an international student studying here in the United States, you will be eligible to purchase an international stole during Academic Attire Distribution (see pg. 6). The international stoles will be available for purchase at the Herff Jones table for $30. Please note that if you have studied in more than one country, you may select only one international stole to wear at Commencement.
- The international stoles that will be available for purchase are as follows:
  - Argentina, Ecuador, France, Greece, Ireland, Italy, and Spain

Stole of Gratitude

- The stole of gratitude can be worn during the Commencement Exercises.
- After the ceremony, traditionally the new graduate presents the stole of gratitude to someone who provided extraordinary help or support, someone who has provided them with wisdom, guidance, and words of support or with financial assistance.
- The stole of gratitude is available for purchase during Academic Attire Distribution directly from Herff Jones for $30.

Bookstore

- The bookstore will be open between 8 a.m. – 6 p.m. on Friday, May 17 and from Monday, May 20 through Thursday, May 23.

Ceremony Photography and Video

- Guests will not be able to approach the stage area or graduate seating area prior to the start of the ceremony or for the duration of the ceremony for any reason, including photography and videotaping.

Grad Images®

- Professional photographers from Grad Images® will be present at Academic Attire Distribution to take a photo of graduates in academic attire. They will also be present at the Commencement Exercises to take photographs of graduates as they enter the stage, while shaking the hand of their dean and as they exit the stage.
- To ensure graduates receive the digital proofs, please complete the order card that will be distributed during the ceremony and hand the card to the photographer before going up to the stage to be recognized.
- Graduates can pre-order their photographs by pre-registering at www.gradimages.com.
- For replacement of photos, please contact Grad Images®, Customer Service Department at 800-261-2576.

Commencement Video

- The Commencement Exercises will be captured on video and made available for purchase via digital download, and flash drive.
- Please call (718) 990-7588 for more information.
Keepsake Items continued

Class Rings
- Rings can be purchased through Herff Jones at www.collegerings.herffjones.com.
- Rings will also be available for purchase during Academic Attire Distribution directly from Herff Jones.

Diploma Frames
- Diploma frames are available for purchase through the Bookstore by visiting www.bkstr.com/stjohnsinarillacstore/shop/books.

Graduation Announcements
- Personalized St. John’s University graduation announcements are available for purchase online from Herff Jones at www.herffjones.com/college/stj.
- Announcements should be ordered by April 15 if you want them in time for Commencement. **Note:** Announcements can be ordered up to July 3, 2019.

Program Books
- Graduates and guests will receive a Commencement program with a full list of graduate names at the ceremony.

Tassels
- Graduates receive a standard plain black tassel with their academic attire.
- Commemorative red and white tassels are available for purchase during Academic Attire Distribution directly from Herff Jones for $10 - $15.

Family and Guests

Don’t Forget...
- Read the 2019 Queens Graduate Level Commencement Exercises Student Information Book
- Check www.stjohns.edu for the latest updates
- Check www.weather.com for the latest forecast
- Check your local news for road closings/delays
- Be sure to arrive to your seats at least one hour prior to the start of the ceremony
- Seating is on a first-come, first serve basis in the Arena.
- Make arrangements with your graduate to identify a meeting location immediately following the exercises

Special Needs ~ Guests
- Due to limited space, we are only able to offer seating to the person with special needs and one companion.
- For assistance, you are asked to enter through Gate 4 on Union Turnpike. Please see a Public Safety Officer for assistance.
- Sign language interpreters will be present for the duration of the ceremonies. If you require these services, please have the graduating student inform their dean’s office.

Web Viewing
- All Graduate Commencement Exercises will be streamed live at www.stjohns.edu for those who are unable to attend in person.

www.stjohns.edu/commencement
Directions, Parking and Hotels
Be sure to check your local news for road closings and commuter delays prior to leaving for the Graduate Commencement Exercises.

Directions By Car
From Manhattan:
Take the Queens Midtown Tunnel to the Long Island Expressway, exit at Utopia Parkway. Stay on the service road to Utopia Parkway and turn right. Follow Utopia Parkway to Union Turnpike; the campus is on the right.

From Brooklyn:
Option one: Take the Belt Parkway (East) to the Van Wyck Expressway (678 N.), exit at Main Street/Union Turnpike. Proceed to the third traffic light and make a right onto the Grand Central Parkway service road. Go left on Utopia Parkway (at fourth traffic light) and proceed to the campus.
Option two: Take the Jackie Robinson Parkway (East) to the Grand Central Parkway (East); exit at Utopia Parkway, and make a left onto the campus.

From the Bronx:
Option one: Take the Throgs Neck Bridge to the Clearview Expressway. Exit at Union Turnpike. Make a right and follow to Utopia Parkway; make a left and then a right onto the campus.
Option two: Take the Triboro Bridge to the Grand Central Parkway. Exit at Utopia Parkway. Turn left at the light and left onto the campus.

From Long Island (North):
Option one: Take the Northern State Parkway to the Grand Central Parkway, exit at 188th Street. Turn left at the light, and make an immediate right onto the service road. Follow the service road to Utopia Parkway; bear right to campus.
Option two: Take the Long Island Expressway and exit at Utopia Parkway. Make a left on Utopia Parkway and proceed to Union Turnpike. The campus is on the right.

From Long Island (South):
Take the Southern State Parkway to the Cross Island Parkway. Proceed to the Grand Central Parkway (West), and exit at 188th Street. Turn left at the light, and make an immediate right onto the service road. Follow the service road to Utopia Parkway and bear right to campus.

From I-95 (North or South) and I-80 (East):
Take I-95 or I-80 to the George Washington Bridge. Cross the bridge and take the Cross Bronx Expressway to I-295 to the Throgs Neck Bridge. Follow directions above from the Bronx (option one).

Directions By Public Transportation
I.N.D. Subway:
Take the “E” or “F” train to Kew Gardens/Union Turnpike. Take the Q-46 bus to Utopia Parkway and Union Turnpike.

I.R.T. Subway:
Take the “7” train to Main Street, Flushing. From there, take the Q-17 bus to Utopia Parkway and the Long Island Expressway. Transfer to the Q-30 or Q-31 bus, which you will take to 82nd Avenue and Utopia Parkway.

From Long Island:
Take the L.I.R.R. to Jamaica Station, and catch the Q-30 to 82nd Avenue and Utopia Parkway.

Parking
• Guests are permitted to park on campus. Please enter through Gate 3 on Utopia Parkway or Gate 4 on Union Turnpike.
• Additional parking is available in the campus garages. Entrances are off of Union Turnpike.
• Please allow ample time to find parking.
• If parking on our neighborhood streets, please be sure to follow local NYC parking regulations where applicable.
Directions, Parking, and Hotels

Continued

Hotels

Kennedy Airport:

Holiday Inn Express, JFK Airport
153-70 South Conduit Avenue
Jamaica, NY 11434
718-977-3100
(Special Rates apply when mentioning St. John’s University)

LaGuardia Airport:

Holiday Inn Express, LaGuardia Airport
113-10 Horace Harding Expressway
Flushing, NY 11368
718-699-0994
(Special Rates apply when mentioning St. John’s University)

Adria Hotel and Conference Center
221-17 Northern Blvd.
Bayside, NY 11361
718-631-5900
www.adriahotelny.com

Best Western Queens Gold Coast
220-33 Northern Blvd.
Bayside, NY 11361
718-631-4900
www.bestwestern.com
Directions, Parking, and Hotels

continued

Courtyard by Marriott New York Queens/Fresh Meadows
183-15 Horace Harding Expressway
Fresh Meadows, NY 11365
718-767-1791
(Special Rates apply when mentioning St. John’s University)

Fairfield Inn & Suites by Marriott New York Queens/Fresh Meadows
183-31 Horace Harding Expressway
Fresh Meadows, NY 11365
718-767-4891
www.marriott.com

Wyndham Garden Fresh Meadows
61-27 186th Street
Fresh Meadows, NY 11365
718-619-8818
(Special Rates apply when mentioning St. John’s University)
Contact Claire (917) 563-7700 or claires@mayflowerlic.com or Teddy at teddy@mayflowerlic.com and mention St. John’s.

Intercontinental New York Barclay
111 E. 48th Street
New York, NY 10017
212-755-5900
(Special Rates apply when mentioning St. John’s University)

Springhill Suites by Marriott New York LaGuardia Airport
112-15 Northern Boulevard
Corona, NY 11368
718-888-9979
(Special Rates (including multiple room discounts) apply when mentioning St. John’s University)

For additional hotel options and rates, please visit www.ClubQuartersHotels.com and select the hotel of your choice. The available rate for the indicated time frame will be displayed.
Campus Map

Queens Graduate Level Commencement Exercises 2019
Fri, May 17; Mon, May 20; Tues, May 21; Wed, May 22; and Thurs, May 23

Student and Guest Parking

Enter here for General Parking

Drop Off Location ONLY for Reserved / Special Needs Parking

Enter here for General Parking

Carneseca Arena Commencement Ceremony

Taffner Field House

Find a Key Destination

www.stjohns.edu/commencement
### Important Contacts

#### General Information

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<td>Ceremony Photography</td>
<td>1-800-261-2576 ~ Customer Service <a href="mailto:service@gradimages.com">service@gradimages.com</a></td>
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<tr>
<td>Commencement Video</td>
<td>718-990-7588 ~ Office of University Events</td>
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<td>Diploma Applications</td>
<td>718-990-2000 ~ Office of the Registrar</td>
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<td><a href="http://www.stjohns.edu/academics/office-registrar">www.stjohns.edu/academics/office-registrar</a></td>
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<td>University Information System (UIS) issues</td>
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<td>General Commencement Information</td>
<td>718-990-7588 ~ Office of University Events</td>
</tr>
<tr>
<td>Web site</td>
<td><a href="http://www.stjohns.edu/commencement">www.stjohns.edu/commencement</a></td>
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#### School/College Deans Offices

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<td>College of Professional Studies</td>
<td>Graduate Division ~ 718-990-6414</td>
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<td>St. John's College of Liberal Arts and Sciences</td>
<td>Graduate Division ~ 718-990-8079</td>
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<td>The Peter J. Tobin College of Business</td>
<td>Graduate Division ~ 718-990-6417 SRM, Manhattan Campus ~ 212-277-5190</td>
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<td>The School of Education</td>
<td>Graduate Division ~ 718-990-5654</td>
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<td>College of Pharmacy and Health Sciences</td>
<td>Graduate Division Ph.D. &amp; Masters ~ 718-990-1412 Pharm.D. ~ 718-990-1675</td>
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#### Social Media Links

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