



New Jersey Medical School

Office of the Registrar
MSB B640
New Jersey Medical School
Rutgers, The State University of New Jersey
185 South Orange Avenue
Newark, NJ 07101

njms.rutgers.edu/education/registrar
schwalb@njms.rutgers.edu

p. 973-972-4640
f. 973-972-6930

Heidi Schwalb
Registrar

Dear Faculty Member:

We are looking forward to seeing you at the Rutgers New Jersey Medical School Convocation ceremony on Monday, May 15, 2017. Below you will find details concerning the event.

Attire: If you have your own attire, please bring your attire with you to NJPAC. If you rented attire, attire will be waiting for you at NJPAC. **If you are attending University Commencement and/or other events that precede NJMS Convocation, you must pick up your attire according to the schedule below.** If you are picking up your attire early, the Registrar's Office will distribute attire in our office, MSB B-640, according to the following schedule:

Tuesday, 5/9/17	10:00 a.m. – 4:00 p.m.
Wednesday, 5/10/17	10:00 a.m. – 4:00 p.m.
Thursday, 5/11/17	10:00 a.m. – 4:00 p.m.

If you ordered attire through the Registrar's Office, please be sure to leave your attire in the Faculty Robing Room prior to exiting NJPAC so that it may be returned to the rental company. If you do not return your rented attire, you will be assessed a replacement fee.

Arrival Time: Continental breakfast will be served in the Faculty Robing Room at 8:45 a.m. Please plan to be dressed in your academic attire by 9:30 a.m., as the procession line-up will begin promptly at 9:45 a.m.

Busing: Bus service is available from the Main Entrance of the New Jersey Medical School Medical Science Building (185 South Orange Avenue). The first bus will leave NJMS at approximately 8:30 a.m., and it will continue to loop to/from NJPAC through 10:00 a.m. The first return bus will depart for the NJMS Medical Science Building at 12:00 p.m. The last bus will depart NJPAC promptly at 12:30 p.m.

The bus will drop you off in Theater Square, in the front of NJPAC. Upon your arrival, please enter the door closest to Niko Kitchen + Bar and check in at the platform party/special guest/faculty sign-in table, then proceed up the stairs to the Faculty Robing Room.

Parking: Limited parking, at your own expense, is available in Military Park Garage, located across the street from NJPAC.

Ticketing: Members of the faculty do not require tickets.

Please contact me if you have any questions or concerns. Thank you.