



Dear NJMS 2020 Graduation Candidate:

Congratulations on your upcoming graduation! Enclosed please find important information pertaining to Commencement and Convocation. Please take time to read the information carefully. I encourage you to share this information with your guests.

Best wishes as you conclude your final semester at NJMS.

A handwritten signature in black ink, appearing to read "Heidi Schwalb".

Heidi Schwalb
Registrar

University Commencement

Event Details

Commencement Date	Sunday, May 17, 2020
Time	<p>The ceremony begins promptly at 10:00 a.m. Please see the following website for information regarding the Commencement ceremony: http://commencement.rutgers.edu/</p> <p>The “Planning Your Day” section has information about reporting time, special needs guests, parking, etc.</p>
Location	SHI Stadium Piscataway, NJ
Parking	<p>Information about parking and registration for passes can be found at the following site: https://commencement.rutgers.edu/parking The parking registration site opens <i>March 23, 2020</i>.</p>
Tickets/Guest Seating	Tickets are not required for Commencement. Please see the Rutgers Commencement website for guest seating information.
Special Needs	Please see the Rutgers Commencement website for information regarding special needs guests.
Academic Attire	<p>Academic attire must be purchased through the https://rutgersprofessional.shopoakhalli.com website using instructions provided via email from the Registrar’s Office. Although the website provides a deadline of April 24th, we strongly suggest you order asap to avoid any issues.</p> <p><i>If you do not have graduation attire, you cannot participate in the ceremony.</i></p> <p>Please note: Please be sure to complete the AAMC graduation questionnaire (info to follow) and clear any holds on your record.</p>
Attendance	All graduates are strongly encouraged to attend the Commencement ceremony.

New Jersey Medical School Convocation

Event Details

Convocation Date	Monday, May 18, 2020
Time	The ceremony begins promptly at 10:00 a.m. Students must arrive by 8:30 a.m. in order to line-up for the procession (a light continental breakfast will be served). The ceremony will end at approximately 12:00 p.m.
Location	New Jersey Performing Arts Center (NJPAC), Prudential Hall.
Parking	Parking will be available in Military Park Garage, opposite the main entrance, and at other nearby facilities. You are strongly encouraged to carpool. A shuttle bus will also be available for students from the Medical Science Building.
Tickets	Each candidate will receive twelve tickets. Four tickets will be on the orchestra level; these tickets are stamped with “Heidi Schwalb” on the back. Eight tickets will be general seating in the other tiers. The tickets will be included in the graduation packet. <i>If you do not need to use all of your tickets, PLEASE return extras to the Registrar’s Office by April 17, 2020.</i> We will redistribute extra tickets to those in the class that need them.
Requesting Extra Tickets	Please make a formal request for extra tickets by emailing Heidi - schwalb@njms.rutgers.edu with your request. You must specify orchestra, general seating, or no preference, and number of tickets. Requests are due by April 17, 2020. **Due to fire code regulations, all guests will require a ticket, including infants and small children.**
Guest Seating and General Information	Seating is available according to ticket designation. Guests must arrive together to be seated together. <i>Guests will not be permitted to reserve seats.</i> The rotunda and the lobby open at 9:00 a.m. Guests should expect to be seated between 9:15 a.m. and 9:45 a.m. Each guest will receive a ceremony program as he/she arrives.
Special Needs	Guests who are physically handicapped will be seated in dedicated areas, based upon his/her ticket designation. Please contact the Registrar’s Office for a <i>Special Needs Services Request Form</i> , which should be returned to the Registrar’s Office no later than April 24, 2020.

Academic Attire

Academic attire must be purchased through the <https://rutgersprofessional.shopoakhalli.com> website using instructions provided via email from the Registrar's Office. Although the website provides a deadline of April 24th, we strongly suggest you order asap to avoid any issues.

If you do not have graduation attire, you cannot participate in the ceremony.

Please note: Please be sure to complete the AAMC graduation questionnaire (info to follow) and clear any holds on your record.

Attendance

All graduates are expected to attend Convocation. If you will be unable to attend the ceremony, you must write a letter to Dr. Hill, Associate Dean for Student Affairs, detailing why you find it necessary to miss the event. All requests of this nature must be submitted to Dr. Hill by **April 17, 2020**.

Ceremony

Please report to NJPAC by 8:30 a.m. You must bring your tam, gown, hood, and tassel. There is no place to leave extra articles of clothing or valuables; ***please leave any personal belongings with your guests prior to the ceremony!!***

The staff of the Registrar's Office will assemble your class for the procession.

Alcoholic beverages are forbidden.

You will receive your Alumni Certificate and official diploma at Convocation.

Diploma Distribution

You will receive a diploma after Convocation only if you have fulfilled all of your academic and financial obligations to the university. If you have any Incomplete or Failing grades, or remaining course requirements, you will be allowed to attend the ceremonies. You will, however, receive an empty diploma cover.

Please note that your diploma is irreplaceable! Please ensure its care against loss or damage. The manufacturer suggests you preserve your diploma framed behind glass with narrow wooden molding. Lamination is not recommended.