

MEMORANDUM

TO: SHP Faculty, Staff and Administration

FROM: Bianca Thompson-Owen, Assistant Dean for Enrollment Management & Student Success

DATE: May 2, 2017

SUBJECT: 2017 Convocation Information for Faculty

We are looking forward to seeing you at the Rutgers School of Health Professions Convocation ceremony on Wednesday, May 17, 2017 at the New Jersey Performing Arts Center (NJPAC). Below you will find details concerning the event. Please thoroughly review the information:

Attire: If you have your own attire, please bring it with you to NJPAC. If you requested attire to be rented, your attire will be available for pick up at the campus you designated on your order form. We anticipate that your attire will be ready for distribution by May 8, 2017. If you rented attire, please be sure to return your attire to the Office of Enrollment Management by no later than May 26, 2017 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 of approximately \$300.00.**

Ticketing: Faculty participating in convocation do not require tickets. However, due to fire code regulations, all guests must have RSVP'd by the April 22nd deadline to confirm their attendance. Faculty who did not RSVP may not gain entry, due to space limitations. If you did not RSVP, please contact Enrollment Management at enrollmentservices@shp.rutgers.edu.

Student Tickets & Name Reader Cards: Candidates for graduation were eligible up to **four guest tickets and if they RSVP'd by the deadline.** The tickets & name reader cards distribution announcement has been sent to all graduates who have confirmed their attendance by the deadline. Any student who will not use all of their tickets will return them to Office of Enrollment Management or their program by May 12th. In the event that a student returns extra tickets to you, please notify me ASAP so that the tickets may be re-distributed. Graduates are also advised to **NOT** misplace their name reader card. Graduates that misplace their name reader card are not guaranteed to have their name read or have any award distinctions announced when walking across stage.

Faculty Arrival Time: Continental breakfast will be served in the Faculty Processional room (Niko's Kitchen) at 8:00 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.

Faculty Pictures: We will be taking faculty pictures at Niko's Kitchen at 8:30 a.m. Please be dressed in your academic attire by this time if you wish to be photographed.

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

Shuttle Service: Due to limited parking at NJPAC we will be providing shuttle service from the main entrance of the Stanley Bergen Building (65 Bergen Street). The first shuttle will leave at approximately 6:30 a.m. and will continue to loop to/from NJPAC through 10:15 a.m. The first return bus will depart for the Stanley Bergen 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's Kitchen and check in at the platform party/special guest/faculty sign-in table, and then proceed to the Faculty Processional Room.

Seating Information: Faculty participating in convocation will be seated on the stage behind the platform party.

Diploma Distribution: Diplomas and/or certificates will not be distributed at Convocation. Diplomas will be available at the Office of Enrollment Management on June 1st, 2017. Joint diplomas are expected to be available after July 1st.

Please contact me at thompsbm@shp.rutgers.edu if you have any questions regarding 2017 SHP Convocation.