

Student Instructions 2008 Convocation

Advanced Degree Candidates in
Master of Human Resource Management
Master of Labor and Employment Relations

Bachelor, Labor Studies and Employment Relations participants

Monday, May 19, 2008, **Check-in: 6:00 pm**, Ceremony: 7:00 pm ,

Class photos will be taken in the GYM beginning 6:00 pm
College Avenue Gym
130 College Ave.
College Avenue Campus
New Brunswick, NJ

The information in this flyer pertains to the SMLR Convocation only. *If you are participating in an undergraduate commencement as well, please follow instructions issued by the college awarding the bachelor degree*

Receipt of this pamphlet by a degree candidate does not necessarily mean that the recipient will be awarded a degree. The graduation of any candidate cannot be determined, of course, until all academic requirements and records are complete.

All candidates are reminded that they must return or account for any items withdrawn from the university libraries and clear all outstanding financial obligations to the university before graduation. Candidates who have been certified for graduation but whose accounts are not clear will not receive diplomas at convocation or commencement.

ACADEMIC REGALIA

- All MHRM, MLER and BALSER participants in the convocation **are required to wear academic regalia**. The MHRM degree hood color is dusk and the MLER degree hood color is peacock blue. The tassel of the cap is worn on the right side.
- Regalia will go on sale at the Rutgers Book Store by mid-April. The Rutgers New Brunswick Bookstore is located at One Penn Plaza, Ferren Mall, New Brunswick, NJ 08901-2197 For information about purchasing academic regalia, please contact the Rutgers University Bookstore at 732-246-8448 or on the website <http://www.smlralum.rutgers.edu/commencement.htm>
- If you have any questions or problems with regalia, MLER and BALSER candidates contact the Labor Education Center (732-932-4252) or MHRM candidates Human Resource Management Department (732-445-5973).

ARRIVAL INSTRUCTIONS

- **All MHRM, MLER and BALSER candidates should arrive at the College Avenue Gym by 6:00 pm and report to the Gym Annex.**
- **Class group photos will begin at 6:00 pm. Further instructions will be sent via email.**
- Guests will not be admitted to the Gym Annex prior to the ceremony.
- Please leave your valuables, coats, pocketbooks, backpacks, etc. with a trusted guest prior to entering the Gym Annex. While we try to assist our graduates, we cannot be responsible for personal items.

NAME CARDS

- Representatives from the programs will distribute name cards in the Gym Annex. Please make sure your address is correct. Please provide an email address where you can be reached after graduation. Your photo proof will be sent to this address.

STAGING AREA

- All MHRM, MLER, and BALSER candidates will line-up in alphabetical order in the appropriate line for their academic unit.;
- Marshals, wearing regalia, will be present to direct the entire procession. The order of the procession will begin with the Dean. All others in the procession will follow the directions of the marshals.

CEREMONY

- All cell phones and electronic noise-producing devices must be turned off during the ceremony.
- Any candidate physically unable to march in the academic procession should contact Joanne Mangels, 732-445-5996, as soon as possible, to make special arrangements.
- At the appropriate time, candidates or participants will be escorted to the platform by marshals. The graduate will hand the reader their name card, each name will be announced and the Dean and others will extend individual congratulations, picture will be taken with the Dean.

DIPLOMAS, CERTIFICATES and SCHOOL GIFTS

- Diplomas, certificates of participation and School gifts will be handed out on stage during the ceremony.
- Please follow the directions of the volunteers as you exit from the stage. Candidates needing assistance should contact Joanne Mangels 732-445-5996, as soon as possible.

PHOTOGRAPHERS (Three photos will be taken)

- Chappell Graduation Images has been retained to photograph graduates. Graduates will be photographed as the Dean congratulates and hands them the diploma on stage.
- A second photo of the Graduate will be taken after they exit the stage. Follow the directions of the volunteers.
- A group photo will be taken in the Gym Annex prior to the ceremony beginning at 6:00 pm.

RECEPTION

- Refreshments will be served immediately following in the Gym Annex for graduates and guests.

SECURITY

- Please do not leave valuables in the marshaling area during the ceremony. Leave your valuables, coats, pocketbooks, backpacks, etc. with a trusted guest prior to entering the marshaling area in the Gym Annex. While we try to assist our graduates, we cannot be responsible for personal items.
- Rutgers police and first aid will be present throughout the ceremony.
- Bag searches will be conducted upon entering the Gym.

GUESTS

- We do not limit the number of guests. However, we ask that you use the online **RSVP form at <http://www.smlralum.rutgers.edu/commencement.htm>** so that we may adequately plan for refreshments.
- Guests may be seated on the gym floor or may prefer seating in the balcony area overlooking the Gym. Floor seating will be on a first come basis.
- Guests with special needs should contact Joanne Mangels 732-445-5996, as soon as possible.

TRANSPORTATION AND PARKING

- Convocation participants and their guests may park their cars in lots behind Gym or on the College Avenue Deck. Limited street parking is also available.
- Special needs parking is available upon request and requires a pass in lot 35. Contact Joanne Mangels, jmangels@smlr.rutgers.edu, 732-445-5996, as soon as possible.

- For participants and guests arriving by car, please see the directions on the following page. Due to construction and other convocation activities, please allow extra time.

Convocation commencement website and RSVP Form: <http://www.smlralum.rutgers.edu/commencement.htm>

Contact Information Monday through Friday, 8:30 am to 4:30 pm.

MHRM: Ellen Weber, 732-445-5973

MLER or BALSER: Amy Marchitto, 732-932-8559

Convocation Coordinator, Joanne Mangels, 732-445-5996

Due to construction driving patterns may change

Directions

College Avenue Gym

Address: 130 College Ave, New Brunswick

Campus: College Avenue Campus

Route #287 North or South

Turn off at Exit 9 "River Road, Bound Brook, Highland Park." Proceed East on River Road toward Highland Park. Make a right onto Route 18 South (exit after the traffic light at Landing Lane). Cross the Raritan River on the John Lynch Memorial Bridge. Stay in the right lane and take the exit which is marked "George Street - Rutgers University, New Brunswick, Route 27." Turn right at the first traffic light onto Huntington Street. Continue along Huntington Street for one block. Turn left at the first traffic light onto College Avenue. College Avenue Gym will be 2 blocks down on the right hand side.

Route #1

Turn off at exit marked "Route 18 North – New Brunswick." Proceed along Route 18 North, past the two exits for Route 27 and take the exit, marked "George Street – Rutgers University" (approximately 2.4 miles from Route 1). At the top of the exit ramp, bear right onto George Street. Continue along George Street and bear left at the jug handle onto Huntington Street. Continue along Huntington Street for one block. Turn left at the first traffic light onto College Avenue. College Avenue Gym will be 2 blocks down on the right hand side.

N.J. Turnpike

Turn off at Exit 9, bear right after the tollbooths and follow the signs for "Route 18 North - New Brunswick." Stay to the left to continue on Route 18 North. Proceed along Route 18 North past the two exits for Route 27 and take the exit marked "George Street - Rutgers University" (approximately 2.6 miles from the Turnpike). At the top of the exit ramp, bear right onto George Street. Continue along George Street and bear left at the jug handle onto Huntington Street. Continue along Huntington Street for one block. Turn left at the first traffic light onto College Avenue. College Avenue Gym will be 2 blocks down on the right hand side.

Garden State Parkway South

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off Exit 9, bear right after the tollbooths and follow signs for "Route 18 North - New Brunswick." Stay to the left to continue on Route 18 North. Proceed along on Route 18 North past the two exits for Route 27 and take the exit marked "George Street-Rutgers University" (approximately 2.6 miles from Turnpike). At the top of the exit ramp, bear right onto George Street. Continue along George Street and bear left at the jug handle onto Huntington Street. Continue along Huntington Street for one block. Turn left at the first traffic light onto College Avenue. College Avenue Gym will be 2 blocks down on the right hand side

Garden State Parkway North

Turn off at Exit 105 and follow signs for Route 18 North. After approximately 24 miles, you will pass the entrance for the New Jersey Turnpike. Continue on Route 18 North. Proceed along Route 18 North past the two exits for Route 27 and take the exit marked "George Street-Rutgers University" (approximately 2.6 miles from the Turnpike). At the top of the exit ramp, bear right onto George Street. Continue along George Street and bear left at the jug handle onto Huntington Street. Continue along Huntington Street for one block. Turn left at the first traffic light onto College Avenue. College Avenue Gym will be 2 blocks down on the right hand side.