

School of Management and Labor Relations (SMLR) 2023 Convocation Student Information

Saturday, May 13th

Jersey Mike's Arena
83 Rockefeller Road, Piscataway, NJ
Livingston Campus
Check-in: 2:00pm Ceremony: 3:00pm

The SMLR Convocation recognizes degree candidates in the following programs:

Ph.D. in Industrial Relations and Human Resources	Bachelor of Science in Labor and Employment Relations
Master of Human Resource Management	Bachelor of Arts in Labor Studies and Employment Relations
Master of Labor and Employment Relations	Bachelor of Arts in Human Resource Management

ACADEMIC REGALIA

- All Ph.D., MHRM, MLER and Bachelor's degree participants attending the SMLR convocation **are required to wear academic regalia (cap, gown and hood)**. For information about purchasing academic regalia, please contact the Barnes and Noble Rutgers University Bookstore at 732-246-8448 or rutgers.bncollege.com.
- The **MHRM** degree hood color is dusk, the **MLER** degree hood color is peacock blue, the **Bachelor of Arts** hood color is white, and the **Bachelor of Science** hood color is gold. The tassel of the cap is worn on the right. If you are graduating with a dual major, you should purchase the regalia for the program that is your primary major/program.
- If you are interested in donating your gown for use by a future SMLR graduate, please email convocation@smlr.rutgers.edu.
- If you have any questions or concerns about regalia, contact your respective degree program representative (degree program contacts are listed at the end of this document).

ARRIVAL INSTRUCTIONS

- All Ph.D., MHRM, MLER, BAHRM, BSLER and BALSER candidates should arrive at Jersey Mike's Arena by 2:00pm and report to the marshalling area.
- Guests will **not** be admitted to the marshalling area prior to the ceremony. No balloons are permitted into Jersey Mike's Arena. Strollers will only be allowed in the lobby area.
- Leave your valuables and coats with a trusted guest prior to entering the marshalling area. While we try to assist our graduates, we cannot be responsible for personal items.

NAME CARDS

- Degree program representatives will distribute pre-printed name cards to graduates in the marshalling area. Keep your name card with you. You will need to hand it to a staff member as you walk across the stage. On the back of the card is a QR code for Island Photography.

STAGING/MARSHALLING AREA

- All Ph.D., MHRM, MLER, and Bachelor's candidates will line up in alphabetical order according to their academic unit.
- Marshals, wearing regalia, will be present to direct the entire procession. The order of the procession will begin with the Dean and faculty. 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.
- For family and friends who are not able to attend the SMLR convocation ceremony in person, a livestream of the event will be available on the school's YouTube channel at: <https://www.youtube.com/live/ke5KmC0Hj40?feature=share>
- Any candidate physically unable to march in the academic procession should contact Ginny Becaccio, ginyb@smlr.rutgers.edu or Laura Walkoviak, lauraann@smlr.rutgers.edu to make arrangements.
- At the appropriate time, graduates to be recognized will be escorted to the platform by the marshal designated for their program. The graduate will hand a staff member their name card. As the graduate walks across the stage their name will be announced, the Dean and others will extend individual congratulations, and a picture with the Dean will be taken.
- Please follow the directions of the volunteers as you exit the stage. You will be directed to have a photograph taken, receive a gift from the school, and then be directed back to your seat.

DIPLOMAS

- Diplomas are issued by the University Registrar. University Departments enter their certifications into the Online Diploma Application (ODA) shortly after the end of the term. When these decisions are entered students receive notification of the decision the same day but this does not mean that a degree has been posted or that a diploma has been printed. Finalization of degrees and the printing of diplomas takes place after all certifications for all departments within the University are in the ODA. For May graduates, all degrees are typically posted by the Registrar no later than the first week in June.
- Printed diplomas are generally mailed out around the 2nd week of June and are distributed as per the student's instructions given in the Online Diploma Application.
- Rutgers now offers students the ability to receive electronic diplomas through the Michael Sutter Company. Information how to purchase one is sent after degrees are processed.
- Should graduates need confirmation of degree completion before the issuance of the diploma, they can request a Certificate of Completion by sending an email to go.rutgers.edu/onestop. Graduates should include their full name and RUID with their written request.
- Official transcripts may be obtained at: <https://transcripts.rutgers.edu/transcripts/index.html>. It is important to read through the instructions and information on the website in order to request the final transcript. Keep in mind that the final official transcript is only available after degrees have been posted to the University system.

PHOTOGRAPHY

Senior Portraits

- **Lors Photography** specializes in school photography and is being contracted by the Office of Student Engagement for seniors who wish to purchase formal senior portraits. Letters to seniors have already been sent. If you have not received, or misplaced your letter from Lors Photography, you can click this

link: <http://www.lorsstudio.com/seniors/schedule-your-appointment/>

Click Forgot Login/Password. This will send the credentials that have been assigned to you.

If, for some reason, you are not listed, the link will direct you to Customer Service so you can be added.

Lors can be contacted at customerservice@lorsstudio.com.

- **Island Photography** has been retained to photograph graduates at the ceremony. Follow the directions of the volunteers. You can go to https://www.islandphoto.com/main/scrolling_home, then click on customer signup.
 - Graduates will be photographed as the dean congratulates them on stage. The photographer will have footprints on the stage directing you where to stand.
 - After exiting the stage, staff will direct you toward the back of the arena where an individual photo will be taken.

RECEPTION

- A light reception for graduates and guests will be available immediately following the ceremony in a tent outside Jersey Mike's Arena.

SECURITY

- Rutgers police and first aid will be present during the ceremony.
- Bag searches will be conducted upon entering the building. Large bags will not be permitted. Visit the website regarding the bag policy at Jersey Mike's Arena.
<http://scarletknights.com/sports/2017/6/11/tickets-bagpolicy-html.aspx>
- Once the ceremony is over and you leave the building, you will not be permitted back inside. There will be bathrooms outside.

GUESTS

- No guest tickets are required for the SMLR convocation. You may bring as many guests as you would like!
- Guests will be seated on the sides of the arena. Only graduates are allowed on the floor. The Ph.D. and Labor Studies and Employment Relations graduates will be seated on the north side. The Human Resource Management graduates will be seated on the south side of the arena during the ceremony.
- Wheelchair and ADA seating is available in Section 105 on the main concourse level overlooking the arena floor. There will be an elevator for those who require assistance.

TRANSPORTATION AND PARKING

- Parking is free and available in the [Green Lot](#) and [Yellow Lot](#) behind Jersey Mike's Arena. Handicap parking is also available, but limited. If needed, there will be a shuttle running from the parking lot to Jersey Mike's Arena.

SMLR CONTACTS

Academic Advising Contacts

Master's in Human Resource Management	Rebecca Tinkham	tinkham@smlr.rutgers.edu
Online Professional Master's in Human Resource Management	Allison Kushner	allison.kushner@rutgers.edu
Master's in Labor and Employment Relations	Ann Marie Fiorella-Mullen Anuja Rivera	Amfiorella-mullen@smlr.rutgers.edu anujab@smlr.rutgers.edu

Bachelor of Arts in Human Resource Management	Grace Tien Joy Montuoro	stien@smlr.rutgers.edu montuoro@smlr.rutgers.edu
Bachelor of Arts in Labor Studies and Employment Relations	Amy Marchitto	lobelo@smlr.rutgers.edu
Bachelor of Science in Labor and Employment Relations	Talia Schank	talia.schank@rutgers.edu
Ph.D. in Industrial Relations and Human Resources (IRHR)	Bethany Dennis	bethany.dennis@rutgers.edu

Visit <https://smlr.rutgers.edu/ClassOf2023> for up-to-date ceremony details or email convocation@smlr.rutgers.edu with any questions.

UNIVERSITY COMMENCEMENT

Sunday, May 14, 2023

10:00am @ SHI Stadium, Busch Campus

The 257th Anniversary Commencement will be held Sunday, May 14th at 10:00am in SHI Stadium and celebrates all members of the Class of 2023 from Rutgers–New Brunswick and Rutgers Biomedical & Health Sciences at one large event. Details about Commencement can be found here: commencement.rutgers.edu.

Note: The information in this document pertains specifically to the SMLR Convocation and University Commencement.

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

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

2023

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