

School of Management and Labor Relations

Student Instructions 2016 Convocation

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

Bachelor, Labor Employment Relations participants
Bachelor, Human Resource Management participants

Saturday, May 14, 2016, **Check-in: 12:30 pm**, Ceremony: 2:00 pm,
Louis Brown Athletic Center (RAC)
83 Rockafeller Road, Piscataway, NJ
Livingston Campus

University Commencement
Sunday, May 15, 2016, Ceremony: 12:30pm,
High Point Solutions Stadium
Piscataway, NJ, Busch Campus

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

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All candidates are reminded that they must return or account for any items withdrawn from the university libraries and clear all outstanding financial obligations to the university before graduation.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 until all is paid.

ACADEMIC REGALIA

- All MHRM, MLER and Bachelor degree participants in the convocation **are required to wear academic regalia (which is cap, gown and hood).**

The **MHRM** degree hood color is dusk, the **MLER** degree hood color is peacock blue, the **Bachelor of Arts degree** is white, and the **Bachelor of Science is gold**. The tassel of the cap is worn on the right. If you are graduating with a dual major, you should get the gown of the program you are walking with.

- Regalia must be worn and can be ordered at the Rutgers Book Store at 100 Somerset Street location only and will be available for purchase at the beginning of April and up until the day of graduation. Please note that orders take several weeks to come in. For information about purchasing academic regalia, please contact the Rutgers University Bookstore at 732-246-8448. The Grad Fair will be held in April where many items can also be purchased.

If you would like to donate your gown after the SMLR convocation, someone can assist you.

- If you have any questions or problems with regalia, MLER, BSLER and BALSER candidates contact the Labor Education Center or MHRM and BAHRM candidates Human Resource Management Department <http://smlr.rutgers.edu/convocation>

ARRIVAL INSTRUCTIONS

- All MHRM, MLER, BAHRM, BSLER and BALSER candidates should arrive at the Louis Brown Athletic Center (RAC) by 12:30 pm and report to the Marshaling area downstairs. **South** Marshaling area is

MHRM and BAHM and **North** Marshaling area is MLER, BSLER and BALSER. **Please note that restrooms are only located on the main level.** The RAC will open the doors at 12:30pm.

- Guests will **not** be admitted to the Marshaling area prior to the ceremony. No balloons are permitted into the RAC. Strollers will only be allowed in the lobby area.
- Everyone entering the RAC will have their bags inspected, so allow extra time. You will be allowed to bring in a sealed bottle of water but no open beverages or food is allowed.
- Please leave your valuables, coats, pocketbooks, backpacks, etc. with a trusted guest prior to entering the Marshaling area. While we try to assist our graduates, we cannot be responsible for personal items.
- There will be an ambulance and walkers available if needed.

NAME CARDS

- Representatives from the degree programs will distribute name cards in the Marshaling area. The address and email on the card will be used to send you your photo proof.

STAGING AREA

- All MHRM, MLER, and Bachelor 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 Linda Post, lpst@smlr.rutgers.edu or Laura Walkoviak, lawalkoviak@work.rutgers.edu 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, the Dean and others will extend individual congratulations, a picture with the Dean will be taken.
- Note, the gym may or may not have air conditioning, so please plan your attire and inform your guests.

DIPLOMAS, CERTIFICATES and SCHOOL GIFTS

- Graduates will receive a special certificate of participation which will be handed out on stage. Diplomas for the International Master students **only** will be available for pickup at either LEC for MLER or Levin for MHRM on that Monday. All others will be mailed.
- Please follow the directions of the volunteers as you exit from the stage. Candidates needing assistance should contact Linda Post, lpst@smlr.rutgers.edu or Laura Walkoviak, lawalkoviak@work.rutgers.edu as soon as possible.

PHOTOGRAPHERS (Two photos will be taken)

Island Photography has been retained to photograph graduates. Follow the directions of the volunteers. You can go to www.islandphotography.com, then click on customer signup.

- Graduates will be photographed as the Dean congratulates them on stage. The photographer will have footprints on the stage where you should stand so that a nice photo can be taken with the Dean.

- An individual photo of the Graduate will be taken.
- A group photo will be put together for purchase on the photographers website.

RECEPTION

- A light reception will be available immediately following for graduates and guests in a tent outside the RAC. Please help us with our count by completing the online RSVP Response Form on the SMLR website at www.smlr.rutgers.edu/convocation and click on the RSVP link or go directly to the link https://marchingorder.com/graduate/grad_login.asp for Marching Order where you RSVP. (open mid-March)

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. 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 building. Large shopping bags will not be permitted. Please visit the website regarding the bag policy at the RAC. <http://www.scarletknights.com/tickets/bagpolicy.asp>
- Once the ceremony is over and you leave the building, you will not be permitted back inside. There will be bathrooms outside and available in the Janice Levin building across the street.

GUESTS

- We do not limit the number of guests. However, we ask that you use the online **RSVP Response form** listed above or below under **RECEPTION** and **Convocation**.
- Guests will be seated on the sides of the gym. Only the platform and graduates are allowed on the floor. Graduates from the Labor program will be sitting on the North side and HRM graduates will be sitting on the South side of the gym during the ceremony.
- Guests with special needs will be allowed to sit in Section 105 on the main level overlooking the gym and will be allowed to have just 1 person with them for assistance since space is limited. There will be an elevator for those who require assistance.

TRANSPORTATION AND PARKING

- Parking is free and available in the lots surrounding the Louis Brown Athletic Center (RAC). Handicap parking is also available but limited.
- For participants and guests arriving by car, please see the directions on the following page. Due to other convocation activities, please allow extra time.

Convocation commencement website and link to RSVP: <http://smlr.rutgers.edu/convocation>

Direct link to RSVP to Marching Order: https://marchingorder.com/graduate/grad_login.asp (will be open mid-March)

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

MHRM: Ellen Weber, eweber@smlr.rutgers.edu

BAHRM: Rebecca Tinkham, tinkham@smlr.rutgers.edu

MLER: Sattik Deb, sdeb@work.rutgers.edu

BALSER: Amy Marchitto, amarchitto@work.rutgers.edu (12:00 – 8:00pm)

BSLER: Betsy Feliciano-Berios, betsyfb@rutgers.edu

Convocation Coordinators:

Linda Post lpost@smlr.rutgers.edu
Laura Walkoviak lawalkoviak@work.rutgers.edu

University Commencement Sunday, May 15, 2016 12:30 @ High Point Solutions Stadium, Busch Campus

For more information visit: <https://commencement.rutgers.edu>

- Starting on March 21st at 10am, students can visit the website and register for their 2 free parking permits for the University Commencement and to register to attend the Commencement. This should be done as early as possible to get better parking. **Special parking hangtags are required** and registration will end on Sunday, April 18th at 5pm. Following the free registration period, hangtags may be purchased by students and their guests online for \$5.00 each.
- "Shout Outs" will be shown at the Commencement and can be done at Voorhees Mall on Rutgers Day <http://commencement.rutgers.edu/rutgers-day-shout-outs> and will also be available on another date and location to be announced (check the website for up to date information).
- Although your name will not be called or included in the program, you will be recognized on the ribbon board and as a school and enjoy the great commencement experience.
- Please check back in the spring to see if tickets are required to attend. Just remember to go to the website and get your parking pass ASAP. There will be food & flower vendors available.

Directions

Louis Brown Athletic Center (RAC)

Address: 83 Rockefeller Road, Piscataway, NJ, Livingston Campus

Garden State Parkway Southbound

Turn off at Exit 129 for the New Jersey Turnpike and head south. Turn off at 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 Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed on Route 18 North, then follow the directions at the bottom.

Garden State Parkway Northbound

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. Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed on Route 18 North, then follow the directions at the bottom.

Interstate 287

Turn off at Exit 9 "Bound Brook/Highland Park." Proceed East on River Road toward Highland Park. Continue on River Road and you will pass under the overpass for Route 18. Make the next left onto Route 18 North. Proceed on Route 18 North then follow the directions at the bottom.

New Jersey Turnpike

Turn off at 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 Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed on Route 18 North, then follow the directions at the bottom.

US Route 1

Turn off at exit marked "Route 18 North-New Brunswick." Proceed along Route 18 North, crossing the Raritan River (approximately 3.7 miles). Continue on Route 18 North. Proceed on Route 18 North, then follow the directions at the bottom.

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**Take the second exit marked Metlars Lane, Rutgers RAC, Livingston Campus. Make a right onto Avenue E before the light. Proceed on Avenue E and make the first left onto Hospital Road upon seeing the Rutgers University Health Services building. You will see the RAC straight ahead on your right.**