

# RUTGERS

School of Criminal Justice



# Road to Graduation

# Commencement Day

The School of Criminal Justice

Commencement Ceremony

Wednesday, May 16, 2012

10:00am

Golden Dome Athletic Center

Undergraduate students enrolled in school 47 who have CJ as a major despite any 2<sup>nd</sup> major will participate in the School of Criminal Justice commencement ceremony. Students with double majors in 21 or 62 will **not** be permitted to participate in the FASN ceremony.



# TOPICS TO BE COVERED

- Starting the Graduation Process
- Graduation Dates/ Commencement/ Diplomas
- Congratulatory Letters
- Deletion Letters
- Senior Portraits/Yearbook
- “Walking” at the Commencement Ceremony
- Commencement
- Commencement Regalia
- Commencement Packet
- Commencement Day Instructions
- Dress and Decorum for Commencement Day

# STARTING THE PROCESS

## You must INFORM the university of your intent to graduate!

- Students must complete an on-line Diploma Information Form by the published deadline dates at:

<https://www.ugadmissions.rutgers.edu/DIPLOMA/Login.aspx?ReturnUrl=%2fDiploma%2fDefault.aspx>

**Please Note:** The information on the diploma information form (name, major, minor, etc.) **MUST** be consistent with your University records, i.e. your transcript. If you would like the name on your diploma to appear otherwise, you must submit a NAME CHANGE form with supporting documents, i.e. driver's or marriage license, social security card, etc, to the Registrar's office.)

- **Make sure that you meet all academic/curriculum requirements.**
  - Review and print both your Academic Audit ,and Transcript to check for any temporary/incomplete grades, repeated/ "unfilled" courses, credits and gpa.
  - AFTER you review Degree Navigator if you have questions or concerns concerning your requirements please contact Jimmy Camacho at (973) 353-3448 or jimmyca@newark.rutgers.edu.

# STARTING THE PROCESS

## ■ Check and clear

- Overdue library books and fines
  - Parking tickets
  - Financial holds
  - Any other outstanding financial obligations to the University, etc.
- If you have borrowed money from any of the government student loan programs, you **MUST** complete an Exit Interview prior to graduation. You may complete the “interview” on-line at:  
<http://www.studentabc.rutgers.edu/exits/>

# GRADUATION DATES/COMMENCEMENT



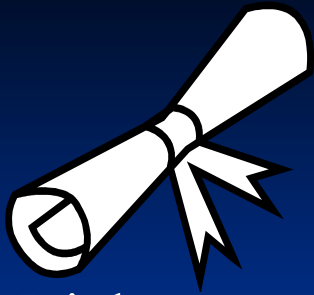
**Graduation occurs 3 times a year:**

**October** For seniors who have completed all degree requirements by end of the **SUMMER** term.

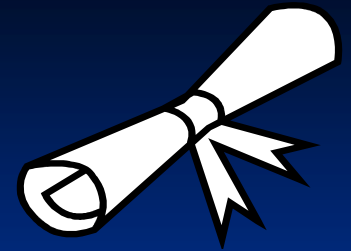
**January** For seniors who have completed all degree requirements by end of **FALL** term.

**May** For seniors who have completed all degree requirements by end of the **SPRING** term.

But only **ONE** Commencement Ceremony is held annually in May for ALL graduates (October, January and May)



# DEGREES



Diplomas are distributed by the University Registrar's Office. Unlike in the past, Degrees will not be distributed during Commencement.

If you are **unable** to attend Commencement, you may **submit a written request** to the Registrar's Office requesting them to mail your diploma to you.

Office of the Registrar  
249 University Ave.  
Newark, NJ 07102  
Fax: 973.353.1357

Or, You may pick up your diploma from the Registrar's office.

October	Diplomas are available in mid December
January	Diplomas are available in mid April
May	Diplomas are available July 1st

# CONGRATULATORY LETTERS

- Are **ONLY** sent to **October** and **January** graduates. Candidates for May will be notified via e-mail if you will not be certified.
- You may use the congratulatory letter and an official copy of your transcript as “verification” of your graduation for employers and graduate schools.



# DELETION LETTERS

- **October** and **January** graduates who have not met the degree requirements for graduation are sent deletion letters by regular postal mail. If you are deleted from the graduation list, you must re-file for graduation
- **May** graduates who have not met the degree requirements for graduation are sent deletion letters by overnight services.
- If you receive a “**Deletion Letter**” you will be **removed** from the graduation list and should see an advisor **IMMEDIATELY**.
- If you remain deleted from the graduation list, you **MUST COMPLETE** another Diploma Information Form on-line for the following graduation date.

# “WALKING” AT COMMENCEMENT CEREMONY

**ALL** degree requirements must be completed prior to or at the end of the Spring term:

- Minimum of 124 credits
- 2.0 GPA
- All general education
- Major requirements

# “WALKING” AT COMMENCEMENT CEREMONY

- Students requesting to walk should fit into one of the following categories:
  1. You have met ALL requirements for one major and are deferring graduation until the second major and/or minor is completed.
  2. You have met ALL requirements for the degree, but want to complete an “Honors College” Senior Project.
  3. You have met ALL requirements for a degree, but want to complete the requirements for a teaching certificate.
- A request in writing to:
  - Assistant Dean of the Rutgers School of Criminal Justice.
  - Submitted by May 1
  - Submit an on-line Diploma Information Form by the posted deadline dates.

*Please note: Students who are granted permission to “WALK” at commencement will NOT receive a diploma but will receive a blank envelope.*

# SENIOR PORTRAITS/YEARBOOK

**Portraits** are taken annually during the months of

- **December**
- **January**
- **February**



You must sign up as soon as possible for an appointment to be photographed. There are a limited number of days for appointments. Sign-up at [www.normandystudio.com](http://www.normandystudio.com) and click on the Rutgers Appointment tab at the top of Normandy Studio's home page. Normandy Studio will be photographing graduating seniors in Room 235 of the Robeson Center starting February 6, 2012.

There is no charge to be photographed or for the yearbook and it is generally ready for distribution in late summer.

*Be sure to use your permanent home address for your portrait mailing because the same address will be used for the yearbook mailing.*

For more details on portraits/yearbook, please contact  
The Office of Student Leadership at (973) 353-5881



# COMMENCEMENT REGALIA

## CAP, GOWN, CAP and TASSEL



- Students can order cap and gowns on line at [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation). CJ majors should select: School of Criminal Justice when ordering commencement regalia, even if you are a double-major. RBS should select business school.
- Students can purchase caps and gowns from the Bookstore in Bradley Hall.
- Fittings take place at time of purchase
- On-hand size ranges will be between 4'10" and 6'7" tall.
- If you need a special size, students should order in person at the bookstore

Students graduating with a joint degree from UC and The School of Criminal Justice will be awarded a **Bachelor of Science** degree. The band of your hood should be **golden yellow**.

# COMMENCEMENT PACKET: INVITATIONS/INSTRUCTIONS

- Students will receive a Commencement Packet containing pertinent information including:
  - \* **graduation instructions**
  - \* **three (3) graduation invitations**
- Beginning Monday, April 9th, Students can pick up the graduation instructions and invitations. The last day to pick up tickets for graduation will be Friday, May 11, 2012.
- Students will need to visit the School of Criminal Justice Office of Academic and Student Services in the Center for Law and Justice, Room 578.

# SCHOOL OF CRIMINAL JUSTICE COMMENCEMENT DAY INSTRUCTIONS

- Bring your cap, gown, hood & tassel.
- Report to Center for Law & Justice (CLJ) lower level beginning at 7:45a.m.
- In CLJ, you will be given an index card with your name and number on it.
- Keep this card with you during the procession and hand it in as you walk up the ramp to the platform.

# SCHOOL OF CRIMINAL JUSTICE

## COMMENCEMENT DAY INSTRUCTIONS

- Lineup begins at approximately 9:15am in CLJ. You will line up in alpha numeric order in two lines (A-L and M-Z).
- At 9:40 am, the lines of graduating seniors process from the University Avenue sidewalk the Golden Dome Athletic Center- Recreation Gym. The processional will be in the following order:

The Grand Marshal

The Platform Party

Faculty

CJ Undergraduate Students

CJ Graduate Students



# SCHOOL OF CRIMINAL JUSTICE

## COMMENCEMENT DAY INSTRUCTIONS

- Graduates follow their respective marshals to the appropriate seating in the Golden Dome. The marshal will guide the graduates into each row (fourteen graduates to a row).
- Graduates remain standing until the Provost instructs everyone to be seated.
- The Provost introduces the Commencement speaker.
- After the Commencement speaker, the Provost introduces Dean Yeagle and Dean Clear for the presentation of diplomas.

# SCHOOL OF CRIMINAL JUSTICE

## COMMENCEMENT DAY INSTRUCTIONS

- Dean Clear will say: “Will the graduates of Criminal Justice, recipients of the Bachelor of Science Degree, please rise.”
- All graduates will RISE and the Dean will confer the degree. Then, the graduates are SEATED.
- Marshals will then begin to usher graduates row by row to the ramp. Only one row at a time should stand. Stationed at the bottom of the ramp will be a group of professional photographers who will take individual photos of each graduate.

# SCHOOL OF CRIMINAL JUSTICE

## COMMENCEMENT DAY INSTRUCTIONS

- As graduates proceed up the stairs to the stage to receive their diplomas, you will hand the numbered index card to the Marshall/Dean at the top of the stairs.
- You will walk straight ahead across the platform to shake hands with and receive your diploma from Dean Clear and Dean Yeagle .
- **Professional photos are taken of you receiving your diploma!**
- After you receive your diploma, you will turn right, go down the stairs, and return to your original seat.
- After all graduates have returned to their seats, the Provost will end the Convocation. The platform party leads, followed by the Faculty and graduates.



**A graduate poses at the  
bottom of the ramp**



**A graduate receives his  
diploma**

# DRESS & DECORUM FOR COMMENCEMENT

- Clothing should be in good taste and comfortable. Men should wear long pants.
- Caps are worn flat on the head.
- Honor cords and pins may be worn on the outside of the robe.
- You should not carry purses, cameras, flowers, etc..
- Commencement guests are requested to remain in their seats during the entire ceremony. **Guests CANNOT block the aisles for any reason.**
- Alcoholic beverages are prohibited! Do not drink prior to or during the ceremony. University police will confiscate alcoholic beverages and will remove inebriated persons from the campus.

# Questions / Concerns

LaWanda Thomas

School of Criminal Justice

Assistant Dean

CLJ 578

(973) 353-1300

[luwanda@newark.rutgers.edu](mailto:luwanda@newark.rutgers.edu)

# RUTGERS

School of Criminal Justice



***CONGRATULATIONS!***

***From the Faculty and Staff!***