

# School of Management and Labor Relations

## Student Information 2022 Convocation

Candidates in  
**Master of Human Resource Management**  
**Master of Labor and Employment Relations**  
**Bachelor of Science, Labor and Employment Relations participants**  
**Bachelor of Arts, Labor Studies and Employment Relations participants**  
**Bachelor of Arts, Human Resource Management participants**

Saturday, May 14, 2022, **Check-in: 12:00 pm, Ceremony: 1:30 pm**  
Jersey Mike's Arena (JMA - formerly the RAC)  
83 Rockefeller Road, Piscataway, NJ  
Livingston Campus

University Commencement  
Sunday, May 15, 2022, Ceremony: 10:00 am  
SHI Stadium  
Piscataway, NJ, Busch Campus

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clear all outstanding financial obligations to the university before graduation and return or account for any items withdrawn from the university libraries.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.

### COVID-19 GUIDELINES AND REQUIREMENTS

**As of March 10, 2022, masks are not required for on-campus events at Rutgers University, although face coverings are encouraged for our indoor convocation ceremony at Jersey Mike's Arena.**

#### Vaccination requirements:

- All attendees (**including students, faculty, staff, and guests**) at our May 14, 2022 convocation ceremony at Jersey Mike's Arena will be required to show proof of full vaccination or a COVID-19 negative PCR test taken within 72 hours prior to the event and must remain compliant with published COVID-19 protocols. This applies to all individuals 5 years of age and older.
- Attendees at our post-ceremony reception outside on the Livingston Campus lawn are exempt from the proof of vaccine/negative test requirement.

### ACADEMIC REGALIA

- All MHRM, MLER and Bachelor's degree participants in the convocation **are required to wear academic regalia (cap, gown and hood).**
- 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.
- Regalia must be ordered by **April 22** (<https://rutgersnb.shopoakhalli.com/purchasewizard/Welcome> or [rutgers.bncollege.com](https://rutgers.bncollege.com)). Regalia can be purchased in store at Barnes and Noble Rutgers University Bookstore beginning **April 6**. Want to have it shipped to you? Order online now through April 22 with the ship to home option. A delivery charge will apply.

- Grad Fair will be held at Barnes and Noble Rutgers University Bookstore in New Brunswick on **April 6 and 7 from 10am-6pm**. Visit with representatives and see the selection of class rings, personalized announcements, diploma frames, and much more! ([rutgers.bncollege.com](http://rutgers.bncollege.com)).
- For information about purchasing academic regalia, please contact the Barnes and Noble Rutgers University Bookstore at 732-246-8448 or [rutgers.bncollege.com](http://rutgers.bncollege.com).
- If you would be interested in donating your gown for use by a future SMLR graduate, please email [convocation@smlr.rutgers.edu](mailto: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 MHRM, MLER, BAHRM, BSLER and BALSER candidates should arrive at Jersey Mike's Arena by 12:00pm 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.
- Everyone entering Jersey Mike's Arena will be required to show proof of full vaccination or a COVID-19 negative PCR test taken within 72 hours prior to the event. Bags will also be inspected, so please allow extra time. Sealed bottles of water are permitted in the arena, but no open beverages or food are allowed.
- 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

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

## STAGING/MARSHALLING AREA

- All 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.
- Any candidate physically unable to march in the academic procession should contact Ginny Becaccio, [ginnyb@smlr.rutgers.edu](mailto:ginnyb@smlr.rutgers.edu) or Laura Walkoviak, [lauraann@smlr.rutgers.edu](mailto:lauraann@smlr.rutgers.edu) as soon as possible to make arrangements.
- At the appropriate time, graduates to be recognized will be escorted to the platform by marshals. 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. The deadline for the departmental certification is May 22<sup>nd</sup>. As such, 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 2<sup>nd</sup> 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](mailto: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](mailto: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](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 where you should stand so that a nice photo can be taken with the dean.
  - An individual photo of the graduate 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. Please help us with our count by submitting your RSVP for this reception on the online MarchingOrder registration form.

## 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

- We do not limit the number of guests. However, we ask that you indicate your attendance and number of guests for the reception on the online MarchingOrder registration form.
- Guests will be seated on the sides of the arena. Only graduates are allowed on the floor. The Labor Studies and Employment Relations graduates will be sitting on the north side and the Human Resource Management graduates will be sitting on the south side of the arena during the ceremony.
- Guests with special needs will be allowed to sit in Section 105 on the main concourse level overlooking the arena floor and will be allowed to have one person with them for assistance due to limited space. There will be an elevator for those who require assistance.

## TRANSPORTATION AND PARKING

- Parking is free and available in the Green and Yellow lots behind Jersey Mike's Arena. Handicap parking is also available but limited.

## SMLR CONTACTS

### Academic Advising Contact:

**MHRM:** Rebecca Tinkham, [tinkham@smlr.rutgers.edu](mailto:tinkham@smlr.rutgers.edu)  
**BAHRM:** Grace Tien, [stien@smlr.rutgers.edu](mailto:stien@smlr.rutgers.edu)  
**MLER:** Alyssa Quirk, [alyssa.quirk@rutgers.edu](mailto:alyssa.quirk@rutgers.edu)  
**BSLER:** Amy Marchitto, [lobelo@smlr.rutgers.edu](mailto:lobelo@smlr.rutgers.edu) or Talia Schank, [talia.schank@rutgers.edu](mailto:talia.schank@rutgers.edu)  
**BALSER:** Amy Marchitto, [lobelo@smlr.rutgers.edu](mailto:lobelo@smlr.rutgers.edu) or Talia Schank, [talia.schank@rutgers.edu](mailto:talia.schank@rutgers.edu)

### Marching Order / Graduation Questions Contact:

**MHRM:** Rebecca Tinkham, [tinkham@smlr.rutgers.edu](mailto:tinkham@smlr.rutgers.edu)  
**BAHRM:** Grace Tien, [stien@smlr.rutgers.edu](mailto:stien@smlr.rutgers.edu)  
**MLER:** Alyssa Quirk, [alyssa.quirk@rutgers.edu](mailto:alyssa.quirk@rutgers.edu)  
**BSLER:** Amy Marchitto, [lobelo@smlr.rutgers.edu](mailto:lobelo@smlr.rutgers.edu) or Talia Schank, [talia.schank@rutgers.edu](mailto:talia.schank@rutgers.edu)  
**BALSER:** Amy Marchitto, [lobelo@smlr.rutgers.edu](mailto:lobelo@smlr.rutgers.edu) or Talia Schank, [talia.schank@rutgers.edu](mailto:talia.schank@rutgers.edu)

### SMLR Convocation Coordinators:

Ginny Becaccio  
[ginnyb@smlr.rutgers.edu](mailto:ginnyb@smlr.rutgers.edu)

Laura Walkoviak  
[lauraann@smlr.rutgers.edu](mailto:lauraann@smlr.rutgers.edu)

**SMLR Convocation website:** <http://smlr.rutgers.edu/convocation>

**Direct link to RSVP online:** <https://rutgers.marchingorder.com/#/>

## DIRECTIONS TO JERSEY MIKE'S ARENA

**Address:** 83 Rockafeller 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.

**Take the second exit marked Metlars Lane, Jersey Mike's Arena, 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 Jersey Mike's Arena straight ahead on your right.**

## UNIVERSITY COMMENCEMENT

**Sunday, May 15, 2022**

**10:00 am @ SHI Stadium, Busch Campus**

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

- **From March 21-April 18, 10:00am, students can visit the website and register for their 2 free parking permits for the University Commencement and register to attend.** This should be done as early as possible. **Special parking hangtags are required.** Following the free registration period, hangtags may be purchased by students and their guests online for \$5.00 each. <https://Commencement.rutgers.edu/parking>
- **"Shout Outs"** are short video clips you can record & will be shown at University Commencement. Filming dates are:
  - 4/7: 1:00pm – 4:00pm, Grad Fair at Winants Hall
  - 4/20: 1:00pm – 4:00pm, Hot Dog Day at Red Lion Café, College Avenue Student Center
  - 4/30: 10:00am – 3:00pm, Voorhees Mall on Rutgers Day