February 1, 2016

Dear Master Degree Candidates:

Congratulations to the Class of 2016! Below are details regarding commencement exercises for Rutgers School of Business-Camden.

**COMMENCEMENT EXERCISES FOR RUTGERS SCHOOL OF BUSINESS-CAMDEN**

- **When:** Thursday, May 19, 2016
- **Where:** BB&T Pavilion, 1 Harbor Boulevard, Camden, NJ 08103
  (Formally The Susquehanna Bank Center)
- **Arrival Time:** 8:30 a.m.
- **Class Photo:** 8:45 a.m.
- **Ceremony:** 9:30 a.m.

**GUESTS:** Entrance tickets are not required for the ceremony. Doors open for guest seating at 9 am.

**PARKING:** Parking is free. Upon arrival, degree candidates and their guests will be directed to a specific parking lot.

**ATTIRE:** The expected dress (regalia) is the cap, gown and brown hood. The Campus Bookstore is open from 8:00 am to 6 pm, Monday through Thursday, and Friday from 8 am to 4:00 pm. Regalia may be picked up at the Campus Bookstore before the day of commencement. Any questions regarding regalia should be directed to Dan Knittel, University Bookstore Manager at 856-968-1200. Please note that degree candidates wear the tassel of the cap on the **right** side and will switch their tassel to the left side after receiving your diploma.

**GRADUATES WITH HONORS:** Graduates with a 3.75 GPA or higher may wear an honors cord with their regalia. **Honors cords will be distributed at line up on the day of commencement** in the BB&T Pavilion, prior to the ceremony.

**ACADEMIC PROCESSION:** Degree candidates are requested to report to the Ben Franklin Lobby at the BB&T Pavilion no later than 9 a.m. for line up/marshaling. Complete instructions will be given at this time. There will be no prior commencement rehearsal.

**CLASS & INDIVIDUAL PHOTOS:** Arrangements have been made for a class photograph to be taken promptly at 8:45 a.m. on the grounds of the BB&T Pavilion. Degree candidates must wear their academic regalia. A professional photographer (Life Touch) will also take pictures as students exit the stage. Life Touch (800-334-1531, ext. 2121) will contact graduates directly a few weeks after commencement with information on ordering photos.
**STUDENT WITH PHYSICAL DISABILITIES:** Students with physical disability that will prevent them from marching in the academic procession should contact Bridget Britton (Phone 856-225-6315 or e-mail bbritton@camden.rutgers.edu) for participation in the ceremony.

**GUESTS WITH SPECIAL NEEDS:** Closed captioning coverage and ASL (American Sign Language) will be viewable from the 100 and 104 sections of the amphitheater. Guests requesting accessible seating or other accommodations please visit Special Accommodations at: https://www.camden.rutgers.edu/commencement/special-accommodations.

**WHAT HAPPENS IF DEGREE REQUIREMENTS ARE NOT MET?** Individuals who have not met their requirements for graduation will be notified. If a problem is discovered during the final certification process, notification will be made by certified mail or email. Students who are ineligible to graduate based on their grades will be notified by phone or email. *Only students who have successfully completed all graduation requirements may participate in the commencement ceremony.*

**UPDATED COMMENCEMENT INFORMATION:** [http://business.camden.rutgers.edu/commencement/](http://business.camden.rutgers.edu/commencement/)

Heartiest congratulations to those graduating. Should you have any questions, please contact Sam Rabinowitz at rabinowi@camden.rutgers.edu or 856-225-6709. We look forward to seeing you on Thursday, May 19th.

Sincerely yours,

Dr. Sam Rabinowitz
Professor of Management

*Please note that all information is subject to change as information is received.*