



## Senior Review Checklist

**\*\*Please visit <http://ucc.rutgers.edu/professional-schools> to access the web version of the “Senior Review Checklist” before going through this document. For your convenience, clickable links are located in **red** throughout the web version of this document .\*\***

The checklist below will guide you through important steps for graduation:	SENIORS
<p><input type="checkbox"/> <b>Review your Online Transcript/Degree Navigator portal</b></p> <p>Graduating seniors are asked to review their <a href="#">online transcripts</a> to ensure that errors (if any) are caught before certification of diplomas. Students should look for typos, incorrect duplicates of transfer credits/courses, and especially omission of transfer credits/courses. <a href="#">Degree Navigator</a> must be checked regularly to ensure that all degree requirements have been satisfied. Specific degree requirements vary according to unit of enrollment, but at a minimum, graduation requirements include:</p> <ul style="list-style-type: none"> <li>* Completion of all general education courses;</li> <li>*Completion of all courses required for major(s)</li> <li>* Completion of all courses required for minor(s);</li> <li>*Accumulation of minimally 120.0 credits;</li> <li>* Cumulative GPA minimum of 2.000 . Students who have questions/concerns about whether they are on track to graduate should contact their <a href="#">dean’s office</a>.</li> </ul>	√
<p><input type="checkbox"/> <b>Complete the online Diploma Application</b></p> <p>The University, only upon recommendation of the faculty, confers degrees after a formal application has been filed by completing an <a href="#">online Diploma Application</a>. Undergraduate degree candidates must file their Diploma Applications by the following deadlines: August 15 for an August-dated degree, January 15 for a January-dated degree, and May 15 for a May-dated degree.</p> <p>A student’s “Diploma Name” must match his/her name as it currently appears in the Rutgers Database. Students who wish to have a different name appear on their diploma must submit a “<a href="#">Change of Name Form</a>” along with two forms of evidence that they are already known by the new name (such as a marriage certificate, driver’s license, Court Order, passport, or bank statement).</p> <p>Degree candidates are given the option on the Online Diploma Application of receiving their diplomas by mail, at the Registrar’s Office, or at the School’s convocation ceremony only if that option is available through the candidate’s school. Students who choose to receive their diploma by mail must ensure that their <a href="#">contact information</a> is up-to-date.</p>	√
<p><input type="checkbox"/> <b>Clear all outstanding financial obligations</b></p> <p>Diplomas and Official Transcripts are withheld from all students whose financial accounts and debts are not cleared. Examples of outstanding financial obligations include: parking fines and tickets, unreturned books to the library, unpaid <a href="#">tuition and fees</a>, unpaid housing fees, and outstanding <a href="#">exit interviews</a>, unpaid <a href="#">student loans</a>. Financial holds may be paid online through the <a href="#">Office of Student Accounting, Billing, and Cashiering</a>.</p>	√
<p><input type="checkbox"/> <b>Complete an Exit Counseling session</b></p> <p>An <a href="#">exit counseling</a> session is required by federal law for all students who have received a federally funded student loan. Exit interviews are to be completed when students are graduating, moving onto a graduate school (at Rutgers or at another institution), leaving the university, or dropping below half-time attendance. Exit interviews must be completed for <b>each</b> of the federal loans you received (ex. Students who received both a Federal Direct Stafford Loan and a Federal Perkins Student Loan would be required to complete at least two online exit interviews). If a student neglects to complete the required exit interview(s), a hold will be placed on the student’s record.</p>	√



## Senior Review Checklist Cont'd

The checklist below will guide you through important steps for graduation:	SENIORS
<input type="checkbox"/> <b>Visit University Career Services</b> Although students should regularly visit <a href="#">University Career Services</a> during their academic careers at Rutgers, it is especially important to do so when preparing for graduation. Important resources available include: <a href="#">applying for graduate school</a> , <a href="#">preparing for the job search</a> , and information for individuals <a href="#">searching for a job</a> . Please be advised that as a recent Rutgers University graduate, you can still utilize all of the resources provided to you by University Career Services. In addition to utilizing their resources, graduating seniors should also fill out University Career Services' <a href="#">Post-Graduation Survey</a> . A summary of the survey results is available through an online searchable database on the University Career Services' website to help students develop strong career plans.	√
<input type="checkbox"/> <b>Obtain your Academic Regalia</b> Your regalia—which is your gown, cap, tassel, and academic colored hood—is required to participate in Rutgers University Commencement and all convocation ceremonies. Degree types receive different academic hood colors. Know your degree type before purchasing (BS degree candidates-Gold, BA degree candidates-White). Regalia will be available for purchase in the spring through the <a href="#">University Bookstores</a> .	√
<input type="checkbox"/> <b>Senior Portraits</b> The Office of Student Engagement contracts with Lors Photography for Senior Portraits. Lors Photography sends letters to graduating January, May and August seniors. If you have not received, or misplaced your letter from Lors Photography, you can click this link: <a href="http://www.lorsstudio.com/seniors/schedule-your-appointment/">http://www.lorsstudio.com/seniors/schedule-your-appointment/</a> 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. Contact Meg Reardon at Rutgers' Office of the Assistant Vice Chancellor for Student Engagement at: 848-932-7962 if necessary.	√
<input type="checkbox"/> <b>Visit the Commencement Website and your School's Convocation Website</b> For additional information on the University-wide Commencement ceremony, graduating undergraduate students should visit the <a href="#">University Commencement</a> website which is updated regularly with new information for seniors. For information on convocation ceremonies, students should visit their individual schools' convocation websites: - <a href="#">School of Management and Labor Relations</a> - <a href="#">Edward J. Bloustein School of Planning &amp; Public Policy</a>	√
<input type="checkbox"/> <b>Need a Verification of Degree Completion or Duplicate Diploma?</b> Need to provide proof of enrollment without showing full transcripts of grades. Get your instant Verification of Enrollment here: <a href="https://transcripts.rutgers.edu/transcripts/getVerificationForm.tcr">https://transcripts.rutgers.edu/transcripts/getVerificationForm.tcr</a> or <a href="#">Duplicate Diplomas</a>	√
<input type="checkbox"/> <b>Senior Days Events</b> Visit the office of Student Affairs for senior days events: <a href="http://programs.rutgers.edu/senior-days/">http://programs.rutgers.edu/senior-days/</a>	√
<input type="checkbox"/> <b>Need Health Coverage after Graduation?</b> For more information about the Continuation Plan offered to students after graduation. Visit: <a href="https://www.universityhealthplans.com/letters/letter.cgi?group_id=269">https://www.universityhealthplans.com/letters/letter.cgi?group_id=269</a>	√



## Frequently Asked Questions

### **What is the difference between Rutgers University Commencement and a school convocation?**

[Rutgers University Commencement](#) is the big, celebration for students receiving all Rutgers degrees—bachelor's, master's, and doctoral—from all schools at Rutgers University-New Brunswick and Rutgers Biomedical & Health Sciences. All degrees are conferred at this ceremony. School convocations are ceremonies with their own distinct traditions, including receiving individual recognition. Check with your individual school's [dean's office](#) for details.

### **May I participate in the Rutgers University Commencement ceremony?**

Yes, students affiliated with Rutgers University-New Brunswick and Rutgers Biomedical & Health Sciences who have completed all required coursework for their degrees and have been certified by their schools are eligible to participate in the [Rutgers University Commencement](#) at High Point Solutions Stadium in Piscataway. They must also have cleared all financial obligations (including parking tickets and library fines).

### **Do I need tickets for Rutgers University Commencement or convocations? How many people may I invite?**

For University Commencement and the convocation ceremonies held by the School of Management and Labor Relations and the Edward J. Bloustein School of Planning and Public Policy, graduating students may invite as many friends and family members as they wish, tickets are not needed.

### **Can I use my university parking permit on campus during the Rutgers University Commencement?**

No. Graduating students **must register online to receive parking hangtags** specifically for Commencement for themselves and their guests. No cars may park in Commencement parking zones on any of the Rutgers-New Brunswick campuses without a special Commencement hangtag. Please review the [Commencement Parking Guidelines](#) for more information. Parking registration will be available on the [Commencement Parking Guidelines website](#). Graduating students must register online to receive parking hangtags specifically for Commencement for themselves and their guests—each graduating student can register for up to two free parking hangtags on a first-come, first-served basis. The hangtags will be mailed beginning in late-April to the address you specify and will be valid **only for Sunday of the Rutgers University Commencement**.

### **I'm attending other ceremonies besides the Rutgers University Commencement, do I need a special parking hangtag for these ceremonies?**

No, you may park in any lot marked "Event Parking" for ceremonies on days surrounding the Rutgers University Commencement.

### **Will the University Commencement be canceled if it rains?**

No, the ceremony will take place rain or shine. Students will be provided with ponchos in the event of rain. The ceremony will be canceled in the event of lightning.

### **I am a student with special mobility needs. How do I get help?**

Please contact the Commencement staff in advance of the ceremony at 848-932-2469 to make special arrangements.



## Frequently Asked Questions Cont'd

### **What should I do if I filled out a Diploma Application but will not complete all of my degree requirements?**

If your degree requirements will not be complete before the degree-date listed on your diploma application, you will need to fill out the online [Graduation Date Change](#) (SMLR/EJB ) form as soon as possible to reflect your new degree-date. Once you have submitted the Graduation Date Change form, your [dean's office](#) (SMLR/EJB) will re-set your existing diploma application to reflect the new degree-date.

### **How many graduation ceremonies does Rutgers hold?**

Although Rutgers University confers degrees three times each year (January, May, and August), there is only one graduation ceremony which is held in May. Students are encouraged to attend their appropriate commencement ceremony based on their graduation year. NOTE: Students who complete their requirements for an August-dated degree are able to attend May ceremonies.

### **Do I have to wear a cap and gown to Commencement/convocation?**

Yes, your regalia—which is your gown, cap, tassel, and academic hood—is required to participate in Rutgers University Commencement and all convocation ceremonies. Those in the Armed Forces must also wear their academic regalia; however, military uniforms may be worn underneath academic regalia. Regalia will be available for purchase in the spring through the University Bookstores.

### **What items may I bring to Commencement/convocation?**

There will be a security check at the stadium and at all convocation ceremonies. Backpacks and large bags/purses are not allowed. [Rutgers Athletics Bags Policy](#) stipulates that you may only carry into the stadium:

- Bags that are clear plastic, vinyl, or PVC and are approximately 12" x 6" x 12", or
- One-gallon clear plastic storage bag or similar, and/or
- Small clutch bags, approximately the size of a hand, with or without a handle strap can be taken into athletic venues in addition to one of the clear plastic bag options
- Umbrellas and strollers will be permitted (contrary to Athletics policy)

An exception will be made for medically necessary items after proper inspection at the gates designated for that purpose.

### **What is the proper attire and etiquette?**

We recommend that all attendees wear comfortable shoes. Stadium surfaces are all concrete, and on the field you will be walking on turf as well as hard plastic decking. Wear dark clothing underneath your academic regalia. Once the Commencement Marshals have moved you to your field seating, please take your seat until you are asked to rise for the National Anthem. Please turn off all electronic devices during Commencement and/or convocation.

### **Whom do I contact if I have additional questions about graduation?**

For Rutgers University Commencement information, review the [Commencement website](#) or email [commencement@rutgers.edu](mailto:commencement@rutgers.edu). If you have questions about your school's convocation, contact your [dean's office](#) (SMLR/EJB).