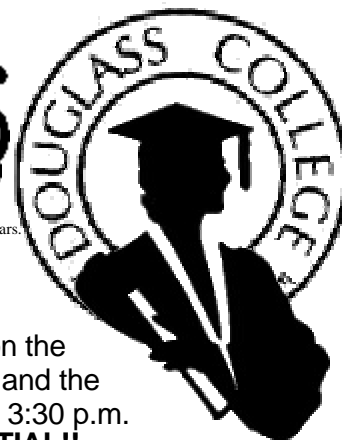


# Commencement News

2003



The following general instructions for the Douglass College Commencement Ceremony for 2003 should be read carefully and be kept of future reference as Commencement news.

## IN ABSENTIA...

Permission to be absent from Commencement can be granted only by the Dean of the College. Any request to receive a degree in absentia should be made to:

### Academic Services

Room 104

College Hall

**By: May 7, 2003**

Phone: (732) 932-2900 ext. 100

## COMMENCEMENT REHEARSAL...

Place: Voorhees Chapel  
Date: Wednesday, May 21<sup>st</sup>  
Time: 9:00 am

## ACADEMIC REGALIA....

Caps, gowns, and hoods should be purchased at the Cook/Douglass Student Co-op and may be purchased any time from April 7<sup>th</sup> through graduation morning. No preordering is necessary. Fitting will take place at time of purchase.

Your purchase should contain the following items:

Cap  
Tassel  
Gown  
Hood

If you have questions, the bookstore number is (732) 246-0110. The three items cost \$44.00. Academic attire as well as black shoes are required at Commencement. Clothing under the gown should compliment the academic attire.



## LINEUP....

Candidates will assemble on the drive between College Hall and the Graduate Music Building at 3:30 p.m.

### **PROMPTNESS IS ESSENTIAL!!**

Marshals will be on hand to assist graduates in lining up alphabetically. The processional will proceed from Chapel Drive along the right side of the Chapel, and onto Antilles Field. Seniors process down center aisle and enter rows as directed by ushers.

## PROGRAMS....

Commencement programs will be handed to guests as they arrive prior to the start of the ceremony. Graduates will receive programs from ushers when lining up for the procession. If you are graduating in absentia, we will mail a program to you with your diploma.

## COMMENCEMENT CEREMONY....

**Place:** Antilles Field  
**Date:** Thursday, May 22nd  
**Lineup Time:** 3:30 p.m.  
**Processional:** 4:30 p.m.

## PARKING....

Guests may use any of the parking areas. Permits will not be required. Drop off site for people with disabilities will be in front of the Chapel. Cars are then to be moved to one of the parking lots on campus. A "drop off" permit must be secured from the Student Life and Commuter Office in the Douglass College Center. Cars with "drop off" permits must arrive early as Chapel Drive will be closed to vehicular traffic one hour prior (3:30 p.m.) to the procession.

## CLEAR ALL "HOLDS"...

It is your responsibility to check whether you are "on hold" for any reason. This could be for an unpaid parking ticket, a library fine, or unpaid tuition. If such is the case, you will NOT receive your diploma. You may check with the Registrar (445-2866) if you suspect this may be the case.

## RAIN SITE....

**Place:** Louis Brown Athletic Center  
(Livingston Campus)  
**Date:** Thursday, May 22nd  
**Lineup time:** 7:00 p.m.  
**Processional:** 8:00 p.m.

## HOW TO KNOW WHICH SITE....

If it is clearly raining on the morning of the 22nd, and the forecast is for continuing rain, then **we will hold the ceremony at the Athletic Center**. The decision as to whether the ceremony will be held in or out doors will be made by 11:00 a.m. the morning of the 22nd. Listen to radio station **WCTC 1450 AM, WRSU 88.7 FM, and WMGQ 98.3 FM**, or **call for information** at the following numbers:

**Douglass College Center:** (732) 932-9372  
**Rutgers News Service:** (732) 932-7799  
**Student Life and Commuter Office:** (732) 932-9434  
**Residence Life Office:** (732) 932-9895  
**RU INFO Home page:** <http://www.rutgers.edu>

**In the event of rain, it will be your responsibility to get to the Louis Brown Athletic Center by 7:00 p.m.**

## GUESTS....

Your guests should proceed to the front of Antilles Field and seat themselves in any vacant chair not roped off for the graduates. At the Athletic Center, guests should use the front entrances and seat themselves in any of the bleacher areas. Seats will be roped off for the graduates. Seats for guests are on a first come, first serve basis and may not be reserved in advance. An invitation is not needed to gain access to either location for the ceremony. Please prepare your guests for both the indoor and outdoor commencement sites so they can plan their day accordingly.

## PHI BETA KAPPA...

If you have been elected to Phi Beta Kappa (you will have been notified of this by Dean Munson), the induction ceremony will take place in Voorhees Chapel on Wednesday, May 21<sup>st</sup> promptly at 2:30 p.m. (Inductees should arrive by 2:00 p.m.)

## PRINTED INVITATIONS...

Personalized printed invitations may be purchased at the Cook/Douglass Student Co-op. There is a 2-4 hour turn-around time on printing. You may invite as many guests as you wish since there are no space limitations at either site. However the outdoor

ceremony site has a rental chair capacity of only 1,000, so you may want to have your guests bring lawn chairs.

## PICTURE FRAMES...

The Cook/Douglass Co-op also carries an extraordinary line of diploma frames from Church Hill Classics. Prices range from \$100.00 to \$160.00 and may be picked up at the bookstore or shipped directly to the student's home.



## PICTURE TAKING....

Please inform your guests to limit their picture taking to the area provided for this purpose. It will be designated. You should also know, and let your families know, that a professional photograph will be taken of you as you accept your diploma from Dean Ambar. The photography company will contact you with the proofs.

## DEAN'S SENIOR BRUNCH...

Wednesday, May 21<sup>st</sup> in Traves Hall. Enjoy good food and great humor with Dean Carmen Ambar and her staff as they bid us farewell!! Look for invitations in your DPO and be sure to RSVP by the deadline.

## FAMILY & FRIENDS BRUNCH...

Thursday, May 22<sup>nd</sup> at 11:30 p.m. in Traves Hall. Reservations must be in advance (letters and registration forms will be sent to your family at your home address).

## TIME...

Commencement exercises usually last approximately two and a half hours. In your "after commencement plans", please allow extra time for finding family (the crowd is large) and negotiating the increased traffic problems in exiting the city.

## DIRECTIONS...

Maps and directions may be obtained from the Student Life and Commuter Office. The number is (732) 932-9434.

## Your contact for more information on Commencement 2003 is:

Dean Jocelyn Briddell  
Department of Student Life and Commuter Office  
(732) 932-9434  
[briddell@rci.rutgers.edu](mailto:briddell@rci.rutgers.edu)