



Office of the Dean of Student Affairs
 Newark College of Arts and Sciences &
 University College-Newark
 Rutgers, The State University of New Jersey
 360 Dr. Martin Luther King, Jr. Blvd.
 Newark, New Jersey 07102-1801

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 973-353-5800
 FAX: 973-353-1284

Newark College of Arts & Sciences and
 University College Commencement Convocation
 Thursday, May 21, 2009 @ 2:00 pm

2009 FAS-N Commencement Ceremony Checklist

Name & RUID: _____

School: 21 or 62

Major(s): _____

Minor: _____

DESCRIPTION	YES	NO	DATE
Submitted Diploma Information Form Online (1)			
Attended Commencement Ceremony Workshop			
Met with General Education Advisor			
Met with Academic Major Advisor			
Completed or will Complete 124 Credits			
Has Cumulative GPA Requirement -			
Verified Name & Address in Registrar's Office			
Completed Name Pronunciation Form			
Completed Career Development Senior Survey			
Completed Online Senior Survey and Printed Confirmation Receipt			
Pre-order Cap & Gown online from Herff Jones and/or Rutgers Bookstore in Bradley Hall (2*)			
Completed Financial Aid Exit Interview, if received student loans (3)			
Contacted Government Agencies for Out-of Country Relatives(Guests)			
Signed-up for Senior Portraits in PRCC - Room 236			
Purchased School Ring			
Picked up Invitations			
Review PowerPoint Presentation Online - April 16, 2009 (5)			
ADDITIONAL RESPONSIBILITIES			

Websites & Resources:

- (1) http://www.rutgers-newark.rutgers.edu/dsanwk/file_for_grad.html
 - (2) www.herffjones.com/college/graduation (Subject to Change)
 - (3) <http://www.studentabc.rutgers.edu/exits/>
 - (4) <http://www.rutgers-newark.rutgers.edu/dsanwk/commencement.html>
- Commencement Questions Only – shockada@rutgers.edu