GRADUATION GUIDE

196TH COMMENCEMENT

DATES

14 MAY 2020
15 MAY 2020
20 MAY 2020

OFFICE OF ACADEMIC SERVICES
Graduation@jefferson.edu

OFFICE OF THE PROVOST
EFCampusCommencement@jefferson.edu
On behalf of the Office of Academic Services and the Office of the Provost, congratulations on your upcoming graduation from Thomas Jefferson University!

This primary purpose of this manual is to provide answers for common questions about the year-long graduation process and final Commencement ceremony. In addition to the information found here, you are highly encouraged to use the Commencement website as a complementary resource for additional information:

jefferson.edu/university/commencement

CONGRATULATIONS!

WHERE TO FIND US

Center City Campus
Office of Academic Services
Curtis Building, Suite 115
1015 Walnut Street
Philadelphia, PA 19107

East Falls Campus
Office of the Provost
Registrar’s Office
Archer Hall, 1st Floor
4201 Henry Avenue
Philadelphia, PA 19144

HOW TO REACH US

Phone
215-955-2867 (Center City)
215-951-0222 (East Falls)

Email
graduation@jefferson.edu (Center City)
EFCampusCommencement@jefferson.edu (East Falls)

Office Hours
Monday through Friday
8:30 a.m. – 5:00 p.m.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>GRADUATION TIMELINE</td>
</tr>
<tr>
<td>02</td>
<td>GRADUATION APPLICATION</td>
</tr>
<tr>
<td>04</td>
<td>TICKETS</td>
</tr>
<tr>
<td>07</td>
<td>REGALIA</td>
</tr>
<tr>
<td>10</td>
<td>VENUE</td>
</tr>
<tr>
<td>12</td>
<td>TRAVEL ACCOMMODATIONS</td>
</tr>
<tr>
<td>13</td>
<td>COMMENCEMENT CEREMONIES</td>
</tr>
<tr>
<td>18</td>
<td>DIPLOMAS</td>
</tr>
<tr>
<td>20</td>
<td>GRADUATION HOLDS</td>
</tr>
<tr>
<td>21</td>
<td>FAQS</td>
</tr>
</tbody>
</table>
Early September – Eligible students receive initial email communication regarding the graduation application

October 31, 2019 – Graduation Application opens

February 3, 2020 – Graduation Application closes

Mid February, 2020– Eligible students receive initial email communication regarding the ticket application

Mid February, 2020 – Ticket Application opens

Early March, 2019 – Ticket Application closes

Mid March, 2020 – Class Day information available online via departmental websites

April 13 & 14, 2020 – JCHP, JCN, JCRS & JSCPS Grad Fair

April 15 & 16, 2020 – JCLS, JCPH, JCP & SKMC Grad Fair

April 14 & 15, 2020 – East Falls Grad Fair, all programs

Late April, 2020– Extra ticket distribution begins

Late April through Mid May, 2020 – Regalia and tickets available for pick-up at Academic Services Office (Center City) and the Registrar’s Office (East Falls)

Morning of May 14, 2020 – Commencement ceremony for all East Falls Undergraduates at the Pennsylvania Convention Center

Afternoon of May 14, 2020 – Commencement ceremony for JCHP (Center City Undergraduates and Graduates), JCRS and JSCPS (Graduates) at the Pennsylvania Convention Center

Morning of May 15, 2020 – Commencement ceremony for JCN at the Pennsylvania Convention Center

May 18, 2020 – Last date for regalia/ticket pick-up at Academic Services Office (Center City) and the Registrar’s Office (East Falls)

Morning of May 20, 2020 – Commencement ceremony for (Graduate) JCLS & SKMC at the Kimmel Center for the Performing Arts

Afternoon of May 20, 2020 – Commencement ceremony for (Graduate) CABE, JCP, JCPH & KDEC at the Kimmel Center for the Performing Arts

Afternoon of May 20, 2020– Luncheon on Lubert Plaza for JCLS & SKMC graduates and families
IMPORTANT INFORMATION

The graduation process begins when a student notifies the Office of Academic Services (Center City) or the Registrar’s Office (East Falls) of his or her intent through the online application. Students who are expected to satisfy all curricular requirements by December 2019, April 2020, May 2020, or August 2020 will be permitted to apply for graduation.

In mid-September, eligible students will receive an email from graduation@jefferson.edu with information regarding the application’s anticipated opening. Subsequently, an email to follow on October 31, 2019 to confirm that the application is open and accepting submissions. A direct link to the application will be provided in the latter notification.

Eligible students will be able to complete the graduation application until it closes on February 3, 2020. Students who do not submit the online application in the allotted time will not be permitted to walk in the May 2020 Commencement ceremony. Several reminder emails will be sent to eligible students between October / November and early February regarding the graduation application if it remains incomplete.

If you have trouble completing the graduation application online, please contact graduation@jefferson.edu. Should any of the personal data you initially submitted change, including whether or not you will be attending the ceremony, please email graduation@jefferson.edu (Center City) or EFCampusCommencement@jefferson.edu (East Falls).
Once logged into the graduation application, the term in which you had your last course registration will appear. Click “Next” to proceed.

Your Curriculum will be automatically populated. Please confirm the information is correct. If the information is incorrect, contact graduation@jefferson.edu or EFCampusCommencement@jefferson.edu before submitting the application.

You will be asked if you will be attending the ceremony, are declining to attend, or are undecided. Note: Please place your regalia order even if you are “undecided”. The Registrar’s Office will reach out to you at a later date to ask you to finalize your RSVP.

You will be asked to confirm the spelling and appearance of your name for your diploma. NOTE: Names cannot be changed after your last enrolled semester.

You will be given the opportunity to provide the phonetic pronunciation your name for the Reader. Example: The name “Joaquin” is “wah-KEEN” phonetically. Note: If there is any room for interpretation as to how your name is pronounced, provide a phonetic spelling.

You will be asked to select an address where you would like to have your diploma mailed. It will not be sent to a PO address. If your address changes after you have completed the grad app, you must email graduation@jefferson.edu (Center City) or registrar@philau.edu (East Falls) in order for it to be updated.

You will be asked to list your hometown.

NOTE: Center City diplomas for May 2020 graduates will be distributed on the day of Commencement directly after the ceremony. August 2020 graduates will receive their diplomas via FedEx in early September.

East Falls diplomas: due to the timing of the ceremonies and when East Falls classes end, diplomas will not be distributed on the ceremony days. They will be shipped 8-10 weeks after Commencement.

**It is mandatory for all SKMC graduates to attend the Commencement ceremony on May 20, 2020.** If for any reason you are unable to attend, you must receive prior approval from The Office of Student Affairs.
All students who successfully complete the graduation application and choose to attend the Commencement ceremony will later be asked to complete the ticket application. The ticket application will open in mid-February. Graduates can expect to receive communication from graduation@jefferson.edu (Center City) or EFCampusCommencement@jefferson.edu (East Falls) in mid-February with information regarding the application’s specific release date. An email will also be sent at the exact time of the application’s opening to alert students that they may now submit requests. The ticket application will remain open for approximately two weeks, and an email will be sent on the day the application closes.

The ticket application is intended to ascertain specific information about your request. You will first be presented with the option to choose the number of tickets you require up to your guaranteed four (4). If you choose the maximum of four (4), you will then be presented with the option to request additional tickets based on availability. Depending on the size of your college, you may not have an option for more than (4) tickets. You will also be provided the option to request handicap-accessible or other special needs seating. Once the form is complete, you will receive an automated email confirming your submission.

The Office of Academic Services strives to, first and foremost, accommodate all requests for guaranteed tickets submitted through the primary ticket application. Historically, there have been an extremely limited number of tickets remaining after the distribution process. Should any extra tickets remain after all initial requests are honored, students will be notified via email regarding a second round in late April.

Tickets requested through the initial ticket application are distributed with the student’s cap and gown at the Grad Fair in mid-April. Extra tickets requested through the second round process along with tickets not retrieved at the Grad Fair will be available for pick-up for Center City students in the Academic Services Office in the Curtis Building, Suite 115 and in the Registrar’s Office in Archer Hall, 1st floor for East Falls students through May 18, 2020. If a student is unable to pick up his or her tickets, he or she may arrange to have a designated person pick them up instead. The designated person must present a copy or picture of the graduate’s photo ID in order to receive the tickets. For security reasons, no tickets will be mailed.
TICKETS

TICKET APPLICATION, GUARANTEED TICKETS, AND EXTRA TICKETS

All students are guaranteed four (4) tickets. Additional tickets will be based upon availability and not guaranteed.

The ticket application is used for ALL initial ticket requests. If you are attending the ceremony and are inviting guests, you MUST complete the ticket application.

You MUST complete the ticket application in order to receive your guaranteed four (4) tickets. You MUST complete the ticket application even if you are requesting fewer than your guaranteed four (4) tickets.

No email requests for tickets will be accepted.

All seating at the Kimmel Center is assigned, so every effort is made to ensure that the guaranteed four (4) tickets are adjacent to each other. Seating at the Convention Center is unassigned.

All children over the age of two (2) require a ticket and seat.

Extra tickets beyond the (4) guaranteed are subject to availability as there is a limited amount of seating.

There is always the possibility that students will only receive their guaranteed 4 and no more.
Disabled seating is very limited, so please only request special seating if absolutely necessary. Unfortunately, we cannot guarantee that all requests for special seating will be honored due to availability.

Because tickets are limited, we ask that you only request the number of tickets you need in order for us to best accommodate everyone.

We cannot guarantee that extra tickets will be located near or next to the primary guaranteed four (4) tickets at the Kimmel Center.

If you lose or damage your ticket(s), you must contact graduation@jefferson.edu (Center City) or EFCampusCommencement@jefferson.edu (East Falls). All lost or damaged tickets need to be reprinted. The Office of Academic Services keeps a log of assigned Kimmel Center seats and distributed tickets. Once your order is reprinted, you will receive an email directing you to pick up the new ticket(s) at the Kimmel Center’s box office.

If you find you will not use all of your tickets after picking them up, please contact graduation@jefferson.edu (Center City) or EFCampusCommencement@jefferson.edu (East Falls). Center City students can also drop them off at the Academic Services Office in the Curtis Building, Suite 115. East Falls student can drop them off at the Registrar’s Office at Archer Hall, 1st floor. Please do not mail tickets.
Regalia

Important Information

Thomas Jefferson University provides a cap, gown, and tassel free of charge to all graduating students attending the Commencement ceremonies. Latin Honors Cords for the Center City campus will be given out at Commencement. For the East Falls campus, Latin Honors Cords will be given out at the Grad Fair. Only undergraduate hoods will be distributed with regalia and should be worn to the graduation. All graduate students will be hooded on stage. Students are welcome to keep all regalia items after Commencement.

As part of the graduation application, students are prompted to complete the Regalia Order Form. All regalia and tickets are then distributed at the college-specific Grad Fair in mid-April. Students will be sent reminder emails regarding the date, time, and location of their college’s Grad Fair throughout the graduation process. For the East Falls campus, all programs are invited to attend on either Grad Fair day on campus. The most up-to-date information for the Grad Fair can also be found on the Commencement website.

If a student is unable to attend the Grad Fair, he or she may arrange to have a designated person pick up the regalia instead. The designated person must present a copy or picture of the graduate’s photo ID in order to receive the regalia. Regalia not retrieved at the Grad Fair will be available for pick-up in the Academic Services Office in the Curtis Building, Suite 115 through May 18, 2019. Pick-up for East Falls will be in the Registrar’s Office in Archer Hall, 1st floor. For Center City students, you may also send a check for $40.00 to the Registrar’s Office – attention Graduation Committee – and we will Federal Express your regalia to you. For East Falls students, you may send a check for $40.00 made to Thomas Jefferson University. Shipments cannot be sent to PO BOX addresses.

Notes on Regalia & the Grad Fair

Expect to receive continuous email reminders from graduation@jefferson.edu until your regalia is claimed.

If your regalia is ill-fitting, damaged, missing a tassel, or otherwise unsatisfactory, please email graduation@jefferson.edu (Center City) or EFCampusCommencement@jefferson.edu (East Falls) to make arrangements for a replacement.

Diploma frames and class rings will be available for purchase at the Grad Fair.
REGALIA

HOOD COLORS

Architecture................................................................................................................. VIOLET
Arts.......................................................................................................................... WHITE
Business Administration................................................................................... DRAB
Couple & Family Therapy, Physical Therapy................................................... TEAL
Economics........................................................................................................ COPPER
Education.................................................................................................. LIGHT BLUE
Engineering.................................................................................................. ORANGE
Fine Arts........................................................................................................ BROWN
Humanities.................................................................................................. DARK CRIMSON
Law.................................................................................................................. PURPLE
Library Science.............................................................................................. LEMON
Medicine.......................................................................................................... GREEN
Midwifery........................................................................................................ PLUM
Nursing............................................................................................................... APRICOT
Occupational Therapy................................................................................ SLATE BLUE
Pharmacy........................................................................................................ OLIVE
Philosophy...................................................................................................... DARK BLUE
Physician Assistant Studies.......................................................................... MEDICINE GREEN
Public Health................................................................................................ SALMON
Science.......................................................................................................... MAIZE
REGALIA

GRAD FAIRS

CENTER CITY
JCHP, JCN, JSCPS, and JCRS
Monday, April 13, 2020
Jefferson Alumni Hall Atrium
11:00 AM - 6:00 PM

JCHP, JCN, JSCPS, and JCRS
Tuesday, April 14, 2020
Jefferson Alumni Hall Atrium
11:00 AM - 6:00 PM

JCLS, JCPH, JCP, and SKMC
Wednesday, April 15, 2020
Jefferson Alumni Hall Eakins Lounge
3:00 PM - 7:00 PM

JCLS, JCPH, JCP, and SKMC
Thursday, April 16, 2020
Jefferson Alumni Hall Eakins Lounge
3:00 PM - 7:00 PM

EAST FALLS
ALL PROGRAMS
Tuesday, April 14, 2020
Wednesday, April 15, 2020
Kanbar Performance Space
12:00 noon - 7:00 PM
IMPORTANT INFORMATION

Pennsylvania Convention Center

The Commencement ceremonies taking place on May 14 and 15, 2020 will be held at the Pennsylvania Convention Center, located at 1101 Arch St, Philadelphia, PA 19107, Hall E, which is on the 200 level. There will not be assigned seating. On the day of the ceremony, students should enter through the Broad Street entrance where you will be directed to the student room. Convention Center ushers and TJU staff will be on hand to answer questions and provide directions. Members of TJU’s Security department will also have a presence around the Convention Center, including the student rehearsal room.

Guests are not permitted in the student room but are welcome to congregate outside Hall E until seating is opened to guests. Backdrops with the TJU logo will be placed in the student rooms for photo opportunities for students. The TJU Campus Store will have tables set up on site with items for sale, such as diploma frames and other memorabilia. Beverages and concessions will be available for purchase. Guest bathrooms are located throughout the venue.

For more information about the Pennsylvania Center, please visit their website.

PARKING

Thomas Jefferson University has partnered with SPOT HERO to allow attendees to reserve guaranteed parking near the Convention Center. Guests may purchase spots in advance from now through the day of the ceremony.

Once a parking spot is purchased, simply present the payment confirmation at the selected location when departing. Parking is 100% guaranteed even if the location becomes full and has no other vacancies. Parking availability is very limited, so it is strongly recommended that you purchase your parking for Thomas Jefferson University Commencement well in advance.

For more information about the parking locations being offered, as well instructions for reserving space through SPOT HERO, please visit the Thomas Jefferson University Commencement Parking Page. You will find and reserve convenient parking with rates up to 50% off drive-up.
IMPORTANT INFORMATION

Kimmel Center for the Performing Arts

The Commencement ceremonies taking place on May 20, 2020 will be held at the Kimmel Center for the Performing Arts, located at 300 South Broad Street, Philadelphia, PA 19102. Each ceremony will take place in Verizon Hall, where all seats are individually assigned. On the day of the ceremony, students should enter through the main entrance on Broad Street and report to either the Perelman Theater or Innovation Studio for rehearsal. The student room assignments will be determined at a later date. Kimmel Center ushers and TJU staff will be on hand to answer questions and provide directions. Members of TJU’s Security department will also have a presence around the Kimmel Center, including the student rehearsal rooms.

Guests are not permitted in the student rooms but are welcome to congregate in the main lobby until the doors to Verizon Hall open. Backdrops with the TJU logo will be placed in the student rooms for photo opportunities for students. The TJU Campus Store will have tables set up in the lobby with items for sale, such as diploma frames and other memorabilia. Beverages and concessions, however, will not be available for purchase. Guest bathrooms are located on the lower level.

For more information about the Kimmel Center, please visit their website.

PARKING

Thomas Jefferson University has partnered with SPOT HERO to allow attendees to reserve guaranteed parking near the Kimmel Center. Guests may purchase spots in advance from now through the day of the ceremony.

Once a parking spot is purchased, simply present the payment confirmation at the selected location when departing. Parking is 100% guaranteed even if the location becomes full and has no other vacancies. Parking availability is very limited, so it is strongly recommended that you purchase your parking for Thomas Jefferson University Commencement well in advance.

For more information about the parking locations being offered, as well instructions for reserving space through SPOT HERO, please visit the Thomas Jefferson University Commencement Parking Page. You will find and reserve convenient parking with rates up to 50% off drive-up.
KIMMEL CENTER
Hyatt at the Bellevue
200 S. Broad Street
Philadelphia, PA 19102
215-893-1234

The Ritz Carlton
10 Avenue of the Arts
Philadelphia, PA 19102
215-523-8000

Double Tree by Hilton
237 S. Broad Street
Philadelphia, PA 19102
888-370-0998

Holiday Inn Express Midtown
1305 Walnut Street
Philadelphia, PA 19107
877-859-5095

The Inn at the Union League
140 South Broad Street
Philadelphia, PA 19102
215-587-5570

CONVENTION CENTER
Philadelphia Marriott Downtown
1201 Market Street
Philadelphia, PA 19107
215-625-9200

Loews Philadelphia Hotel
1200 Market Street
Philadelphia, PA 19107
855-403-8151

Aloft Philadelphia Downtown
101 North Broad Street
Philadelphia, PA 19107
215-607-2020

Sleep Inn Center City
1020 Cherry Street
Philadelphia, PA 19107
267-417-8288

Days Inn by Wyndham Philadelphia Convention Center
1227 Race Street
Philadelphia, PA 19107
215-209-3705
CEREMONY DATES & TIMES

Thursday, May 14, 2020 | 10:00 a.m.
Pennsylvania Convention Center
ALL EAST FALLS UNDERGRADUATE PROGRAMS
Jefferson College of Architecture and the Built Environment
Jefferson College of Health Professions
Jefferson College of Humanities and Sciences
Jefferson College of Life Sciences
Jefferson School of Continuing and Professional Studies
Kanbar College of Design, Engineering and Commerce

Thursday, May 14, 2020 | 2:30 p.m.
Pennsylvania Convention Center
Jefferson College of Health Professions (Center City Undergraduate and all Graduate)
Jefferson College of Rehabilitation Sciences (Graduate)
Jefferson School of Continuing and Professional Studies (Graduate)

Friday, May 15, 2020 | 10:30 a.m.
Pennsylvania Convention Center
GRADUATES & UNDERGRADUATES
Jefferson College of Nursing

Wednesday, May 20, 2020 | 10:00 a.m.
Kimmel Center for the Performing Arts
ALL GRADUATE PROGRAMS
Jefferson College of Life Sciences
Sidney Kimmel Medical College

Wednesday, May 20, 2020 | 2:30 p.m.
Kimmel Center for the Performing Arts
ALL GRADUATE PROGRAMS
Jefferson College of Architecture and the Built Environment
Jefferson College of Pharmacy
Jefferson College of Population Health
Kanbar College of Design, Engineering and Commerce
COMMENCEMENT
CEREMONIES

TIME LENGTH
Each ceremony will start promptly at the scheduled time and last approximately two hours. However, ceremony length may vary from year to year. We highly recommend scheduling accordingly when making restaurant reservations or other plans.

STUDENT REPORT TIME
East Falls Undergraduates CABE, JCHP, JCHS, JCLS, JSCPS, & KDEC should report to the Convention Center no later than 8:30 am on Thursday, May 14. The student room will be open at 7:45 a.m.

JCHP (Center City Undergraduates and all Graduates), JCRS (all Graduates), & JSCPS (all Graduates) should report to the Convention Center no later than 1:30 p.m. on Thursday, May 14. The student room will be open at 12:45 p.m.

JCN should report the Convention Center no later than 9:00 a.m on Friday, May 15. The student room will be open at 8:15 a.m.

JCLS & SKMC (all Graduates) should report to the Kimmel Center no later than 8:45 a.m. on Wednesday, May 20. The student rooms will be open at 7:30 a.m.

JCABE, JCP, JCPH & KDEC (all Graduates) should report to the Kimmel Center no later than 1:30 p.m. on Wednesday, May 20. The student rooms will be open at 12:45 p.m.

Students will check in, review the seating arrangements, listen to ceremony details, and rehearse the procession.

No guests are permitted in the student rooms at any time. Guests are expected to congregate in the lobby until the doors to Hall are open.

Each student will have an assigned seat labeled with a name card. Students may leave personal items in the student rooms during the ceremony. TJU Security will be stationed in the student room at all times to ensure the safety of all students’ belongings.

Refreshments will be provided in the student room prior to each ceremony.
COMMENCEMENT CEREMONIES

CEREMONY TIMELINE

Kimmel Center ushers will begin checking tickets at the doors to Verizon Hall approximately an hour before the ceremony starts. Guests with special seating accommodations will be allowed to enter shortly before the doors open to all. All guests must have a ticket, except for children under two.

The ceremony will begin promptly at the posted start time. Ushers will ask those guests that arrive late to wait until the faculty and students have processed. We therefore highly recommend that all guests arrive with plenty of time to find their seats before the ceremony begins.

Once the ceremony starts, students will process from the Perelman Theater into Verizon Hall exactly as they did in rehearsal.

After the students are inside Verizon Hall, faculty and members of the Board of Trustees will process into Verizon Hall and take their seats on stage.

The President will instruct students to be seated and provide an opening address. He will then be followed by various other speakers, including the Provost, honorary degree recipients, and respective College deans.

After all speeches are finished, students will process row-by-row to the stage according to College and degree received. The order of stage events is as follows:

* The reader will state the graduate’s name.

* The graduate will walk to the marshal and receive an empty diploma case.

* The graduate will walk across the stage to the President and shake his hand.

* The professional photographer will take a picture of the graduate with the President.

* The graduate will continue to walk across stage to the hooder (only graduate students).

* The graduate will stand in front of the hooder, who will place the hood over the graduate’s head.

* The graduate will pause for another photograph directly after the hooding.
COMMENCEMENT CEREMONIES

CEREMONY TIMELINE (CONTINUED)

* The graduate will proceed across the stage and shake hands with their respective dean.

* The graduate will exit stage right and return to the student seating area.

* The faculty and members of the Board will leave the stage and exit Verizon Hall.

* The students will file out of the rows and exit the Hall.

* NOTE: Undergraduate students will not go through the hooding process.

GRADUATES: IMMEDIATELY FOLLOWING THE CEREMONY

Graduates should return to the student room as soon as they leave the Hall.

Only Center City graduates should then report to the diploma distribution station in order to receive their diplomas.

Important: East Falls graduates will not receive their diplomas on Commencement day. This is due to the timing of when classes end. Diplomas will be mailed 8-10 weeks after Commencement. Only Center City May 2020 graduates will be able to pick up their diplomas after the ceremony. Center City August 2020 graduates will receive their diplomas via FedEx in Early September.

Collect all personal belongings before leaving the student room. Any items left in the student room will be given to TJU Security if not retrieved in a timely manner after the ceremony.

GRADUATES AND GUESTS AFTER THE CEREMONY

After you have collected your belongings from the student room, you and your guests are invited to congregate in the lobby to take photos, purchase memorabilia, and socialize.

A free luncheon is scheduled for only SKMC & JCLS graduates attending the May 20 Commencement right after the ceremony. The event will be held for students and their families on campus at Lubert Plaza.
**COMMENCEMENT CEREMONIES**

**A FEW REMINDERS**

We recommend that students wear comfortable shoes on the day of Commencement. Students may bring an extra pair of shoes and leave them in the student room during the ceremony.

Guests are asked to stay clear of the aisles of the Hall during the ceremony. An official TJU photographer will be present and taking pictures throughout the event, and each student will be photographed twice while on stage.

Children are not permitted on stage during the ceremony, so please plan accordingly.

For CABE, JCHP, JCHS, JCLS, JSCPS, KDEC & JCN: only undergraduate students receive honors.

Class Day events are organized by individual departments separately from Commencement. Information will be available online via the departmental websites beginning March 1, 2020.

All ceremonies will be streamed online from Thomas Jefferson University’s official website. Please visit the Jefferson Commencement website to find the exact link for streaming. A direct link will also be emailed a few weeks prior to the actual events.
DIPLOMAS

IMPORTANT INFORMATION

Center City December 2019 graduates will receive their diplomas via FedEx within the first ten (10) days of January 2020. East Falls December 2019 graduates will be sent their diplomas 8-10 weeks after graduating.

For Center City Spring 2020, only your diplomas will be available for pick up immediately following your graduation ceremony if all of your requirements are satisfied. Please remember to bring a photo ID with you to authorize the release of your diploma.

For East Falls Spring 2020, unfortunately, due to the timing of the ceremony and when classes end, we are not able to process diplomas in time to receive them at the ceremonies. They will be mailed to you 8-10 weeks after Commencement.

Center City August 2020 graduates will receive their diplomas via FedEx two (2) to three (3) weeks after August 31, 2020. East Falls August 2020 graduates will receive their diplomas 8-10 weeks after the graduation date.

Center City students who do not attend the May Commencement ceremony will have their diplomas mailed via FedEx to the address submitted through the graduation application. If that address changes, please email graduation@jefferson.edu.
NAME

The name printed on your diploma is pulled directly from the information submitted via the graduation application. Your name must match the information on file in the student information system (Banner).

For Center City, if you need to change your name, you must complete an official Name Change Form and submit legal documentation to the Office of Academic Services. Valid documents include a passport, driver’s license, marriage or divorce certificate, birth certificate, social security card, or any standard government-issued ID. Name change forms are located in the Academic Services Office in the Curtis Building, Suite 115.

For East Falls, if you need to change your name, you must complete the Change of Address, Name or SSN form. The Registrar's Office is located in Archer Hall, 1st floor.

Alternately, name change forms can be found on the Registrar's Office website. Name change forms and proper documentation can be scanned and emailed as an attachment to university.registrar@jefferson.edu. We do not recommend faxing name changes due the transmission of private information.

Name changes must be completed by March 1, 2019 to ensure the proper name is listed on the diploma. Any diploma name changes submitted after March 1, 2019 cannot be guaranteed.

DIPLOMA TIPS AND REMINDERS

If you feel that there is an error on the diploma, please email graduation@jefferson.edu (Center City) or registrar@philau.edu (East Falls) to make arrangements for a reprint.

SKMC graduates will receive an English translation inside the tube container along with the actual diploma.

We recommend taking a picture or making a physical copy of your diploma before framing. Certain states require a copy of the diploma for licensing purposes.

DIPLOMA SIZES

MD – 27.5”x19  Doctorate – 11”x14”  Master – 11”x14”  Bachelor – 8”x10”
GRADUATION HOLDS

IMPORTANT INFORMATION

Graduation holds are placed on student accounts approximately two to three weeks before Commencement. Regular emails are sent from the Registrar’s Office alerting students to their incomplete graduation requirements. Students with graduation holds will be unable to receive their diplomas on the date of commencement. Only until all holds are resolved will a student be eligible to receive his or her diploma.

The three (3) most common graduation holds and their resolutions are as follows:

1) **Online Exit Requirement**: Student must complete the online exit counseling for federal loans borrowed during school at the Student Loans website. NOTE: SKMC students must attend an in-person exit counseling session conducted by the Office of Financial Aid at 215-503-8734 or financial.aid@jefferson.edu.

2) **Repayment Schedule**: Student must complete the exit paperwork for institutional loans borrowed during school. Exit paperwork can be signed by visiting the Tuition/Cashier Office located in the Curtis Center, Suite 925E, 601 Walnut Street (Center City) or Student Accounts located in Archer Hall, 1st floor (East Falls).

3) **Tuition Balance**: Student must pay the balance on his or her account. Students can contact the Tuition/Cashier Office at 215-503-7669 or tuition.office@jefferson.edu (Center City) or Student Accounts at 215-951-2633 or StudentAccounts@philau.edu (East Falls).

**Important Note**: The Registrar’s Office does not clear any graduation holds. Students must contact the Tuition/Cashier Office (Center City) or Student Accounts (East Falls) directly to handle Repayment Schedule and/or Tuition Balance holds.
FAQS

How will I be notified about Commencement related activities?
All correspondence regarding graduation and commencement exercises will be sent to your Jefferson administered student e-mail account. We cannot e-mail your personal accounts. It is recommended that you check your Jefferson e-mail regularly.

When is the Commencement ceremony?
East Falls Undergraduates: CABE, JCHS, JCHP, JCLS, JSCPS, & KDEC: Thursday, May 14, 10:00 a.m.

JCHP (Center City Undergraduates and All Graduates), JCRS (All Graduates), & JSCPS (All Graduates): Thursday, May 14, 2:30 p.m.

JCN: Friday, May 15, 10:30 a.m.

JCLS & SKMC: Wednesday, May 20, 10:00 a.m.

All Graduates: CABE, JCP, JCPH & KDEC: Wednesday, May 20, 2:30 p.m.

How will I be able to apply for graduation?
You will receive an email in October notifying you when the graduation application opens. At that time you will also be reminded to order your regalia. See page 1 of handbook.

How is the date of commencement determined?
Since Thomas Jefferson University must rely on outside venues to host their Commencement exercises, we must schedule Commencement on the dates that are made available by the Kimmel Center and Convention Center. Unfortunately, this means that some years, Commencement cannot be held on or around a weekend.

How can I be sure that my name will be listed in the Commencement program?
In order for your name to be listed in the Commencement Program, you MUST fill out an online graduation application no later than February 3, 2020.

Are tickets required for young children? Tickets are required for everyone over two years of age. Children under two must sit on someone’s lap.

How long does each Commencement ceremony last? Though lengths may vary, each ceremony typically lasts between 1½ hours to 2 hours.

How many tickets will I receive?
All students are guaranteed to receive four guest tickets to the commencement ceremony. You will be notified at the beginning of March if there is an opportunity to request an additional one to two tickets.

Is it Open Seating or Assigned Seating?
It is all assigned seating at the Kimmel Center. There will be open seating at the Convention Center.

Is my child allowed to process on stage with me to receive my diploma?
For safety reasons, children and infants will not be allowed to accompany graduates on stage. Please arrange for family and friends to care for children at the ceremony.

How do I get my cap and gown?
Upon completing the online graduation application, you will be prompted to fill out your Regalia Order Form. This should be done no later than February 3, 2020. You will then be notified about picking up your cap and gown at the Grad Fair which is hosted in April. See page 9 of handbook for dates.

What if I am not able to attend the Grad Fair? If you are not able to attend the Grad Fair, you must appoint a classmate/friend/family member to pick up your materials for you. They must have a copy of your student ID in order to do this.
FAQS

What is the cost for graduation regalia (cap and gown)? Students are not charged for their Commencement regalia.

What if I am unsure about attending Commencement? If you are unsure that you will be able to attend Commencement, please RSVP “undecided” on your graduation application. You will be asked to confirm your attendance at later date.

What if I would like to change my RSVP later on? If your plans change and you are now able or not able to attend graduation, please email graduation@jefferson.edu or EFCampusCommencement@jefferson.edu letting us know about the change by March 1, 2020.

When will I receive my diploma? For Center City Spring 2020 graduates, your diploma will be available for pick up immediately following your graduation ceremony. Please remember to bring a photo ID with you to authorize the release of your diploma. If you are unable to attend the ceremony or your graduation date is for the Summer or Winter semester, your diploma will be mailed to you approximately four to six weeks following your official graduation date.

For East Falls graduates, due to the timing of the academic year and the Commencement dates, your diplomas will not be available at Commencement. Instead, they will be mailed to you 8-10 weeks later. See page 18 of the handbook.

Which address will my diploma be sent to? Your diploma will be sent to the mailing address that you indicate on your graduation application. Please be aware that FedEx does not deliver to P.O. Box addresses.

Where can I order graduation photos/videos? Please visit Photo & Video web page on this site for information regarding commencement photos and videos.

What if one of my guests requires handicapped seating? Please advise the University Office of the Registrar no later than March 1, 2020 if any of your guests will need handicapped seating. If your circumstances have changed after the March 1st deadline and you need to request special seating, please send an email immediately to graduation@jefferson.edu or EFCampusCommencement@jefferson.edu. Please note, neither Thomas Jefferson University nor the Kimmel Center can provide, loan or rent wheelchairs for guests with special needs. Medical supply companies in the area can assist with acquiring one if needed. The Convention Center will have a limited supply available on a first come, first served basis.

Where can I order graduation announcements, class rings, or diploma frames? Please visit Graduation Accessories web page on this site for information on ordering graduation accessories. Note that the Registrar’s office does not provide graduation announcements for students however there will be ring and diploma frame vendors at all grad fairs. The Jefferson Campus Store will have a table set up at each graduation with memorabilia.

Where should I advise my guests to stay if they are from out of town? Please visit Accommodations page 12 for a list of our preferred hotels.

What should I bring with me on the day of commencement? Center City graduates will need to bring a valid photo ID in order to pick up your diploma following the ceremony.

What if I have questions that are not listed here? Send an email to graduation@jefferson.edu or EFCampusCommencement@jefferson.edu.