


Graduation Guide 2017



Thomas Jefferson University

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE



On behalf of the Office of Academic Services, congratulations on your upcoming graduation from Thomas Jefferson University! This manual's primary purpose is to provide answers for common questions about the yearlong 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/commencement

Should you be unable to find answers to your questions after consulting the guide and the website, you are welcome to contact our office by phone, email, or walk-in.

Address	Office of Academic Services Curtis Building, Suite 115 1015 Walnut Street Philadelphia, PA 19107
Phone	215-955-2867
Email	graduation@jefferson.edu
Office Hours	Monday through Friday, 8:30 a.m. – 5:00 p.m.

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Graduation Timeline

- Early October – Eligible students receive initial email communication regarding Graduation Application
- October 18, 2016 – Graduation Application opens
- January 6, 2017 – Graduation Application closes
- Mid January, 2017 – Eligible students receive initial email communication regarding Ticket Application
- Early February, 2017 – Ticket Application opens
- March 1, 2017 – Class Day information available online via departmental websites.
- Early March, 2017 – Ticket Application closes
- March 28 & 29, 2017 – JCHP, JCP, JCN Regalia Fair
- April 4 & 5, 2017 – JCBS, JCPH, SKMC Regalia Fair
- Late April, 2017 – Extra ticket distribution begins
- Late April through Mid May, 2017 – Regalia and tickets available for pick-up at Academic Services Office
- May 19, 2017 – Last date for regalia/ticket pick-up at Academic Services Office
- Morning of May 22, 2017 – Commencement ceremony for JCHP & JCP
- Afternoon of May 22, 2017 – Commencement ceremony for JCN
- Morning of May 23, 2017 – Commencement ceremony for JCBS, JCPH, & SKMC
- Afternoon of May 23, 2017 – Luncheon on Lubert Plaza for graduates and families

Graduation Application

The graduation process begins when a student notifies the Office of Academic Services of his or her intent through the online application. Students who are expected to satisfy all curricular requirements by December 2016, May 2017, or August 2017 will be permitted to apply for graduation.

In early October, eligible students will receive an email from graduation@jefferson.edu with information regarding the application's anticipated opening (October 18, 2016). Subsequently, an email will follow on October 18, 2016 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 January 6, 2017. Students who do not submit the online application in the allotted time will not be permitted to walk in the May 2017 commencement ceremony. Several reminder emails will be sent to eligible students between mid-October and early January regarding the graduation application if it remains incomplete.

Tips for Completing the Graduation Application

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 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 finalize your RSVP.

You will be asked to confirm the spelling and appearance of your name for your diploma.

You will be asked to select an address where you would like to have your diploma mailed.

NOTE: Diplomas for May 2017 graduates will be distributed on the day of commencement directly after the ceremony. August 2017 graduates will receive their diplomas via FedEx in early September.

You will be asked to list your hometown.

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.

It is mandatory for all SKMC graduates to attend the Commencement ceremony on May 23, 2017. If for any reason you are unable to attend, you must receive prior approval from The Office of Student Affairs.

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.



Tickets

All students who successfully complete the graduation application and choose to attend the commencement ceremony will then be asked to complete the ticket application. The ticket application will open in early February. Graduates can expect to receive communication from graduation@jefferson.edu in mid-January 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. 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 and additional 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 Regalia Fair in Late March/Early April. Extra tickets requested through the second round process along with tickets not retrieved at the Regalia Fair will be available for pick-up in the Academic Services Office in the Curtis Building, Suite 115 through May 19, 2017. 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. As a last resort, a Resolution Desk will be set up at each ceremony for students who were otherwise unable to pick up tickets prior to commencement. For security reasons, no tickets will be mailed.

Guaranteed Tickets, Ticket Application and Extra Tickets

All students are guaranteed four (4) tickets.

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.
- All children over the age of two (2) require a ticket and seat.
- Handicap-accessible 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.
- If you lose or damage your ticket(s), you must contact graduation@jefferson.edu. All lost or damaged tickets need to be reprinted. The Office of Academic Services keeps a log of assigned 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. You can also drop them off at the Academic Services Office in the Curtis Building, Suite 115. **Please do not mail tickets.**

Regalia

Thomas Jefferson University provides a cap, gown, and tassel free of charge to all graduating students attending the commencement ceremonies. Cords are not included as part of the standard regalia order. Only undergraduate hoods will be distributed with regalia and should be worn to the graduation. All graduate hoods 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 Regalia Fairs in Late March/Early April. Students will be sent reminder emails regarding the date, time, and location of their college's Regalia Fair throughout the graduation process. The most up-to-date information for the Regalia Fairs can also be found at <https://www.jefferson.edu/commencement>.

If a student is unable to attend the Regalia 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 Regalia Fair will be available for pick-up in the Academic Services Office in the Curtis Building, Suite 115 through May 19, 2017.

Notes on Regalia and the Regalia 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 to make arrangements for a replacement.
- Diploma frames and class rings will be available for purchase at the Regalia Fair.

Hood Colors

- GREEN – Medicine
- APRICOT – Nursing
- OLIVE – Pharmacy
- DARKBLUE – Philosophy
- SALMON – Public Health
- GOLDEN YELLOW – Science
- TEAL – Couple & Family Therapy, Occupational Therapy, Physical Therapy
- MEDICINE GREEN – Physician Assistant Studies

Regalia Sizing Chart

Size	Height	Weight
40	4'9"-4'11"	Up TO 160
43	5'0"-5'2"	Up TO 160
46	5'3"-5'5"	Up TO 190
49	5'6"-5'8"	Up TO 220
52	5'9"-5'11"	Up TO 250
55	6'0"-6'2"	Up TO 290
58	6'3"-6'5"	Up TO 310
+1	4'9"-5'2" 5'3"-5'8"	160 Lbs. and Up 190 Lbs. and Up
+2	5'6"-5'8" 5'9"-5'11"	220 Lbs. and Up 250 Lbs. and Up
+3	6'0"-6'2" 6'3"-6'5"	290 Lbs. and Up 310 Lbs. and Up



Regalia Fair Dates

College	Date	Location	Hours
JCHP	March 28 & 29, 2017	JAH Atrium	11:00 a.m. - 6:00 p.m.
JCN	March 28 & 29, 2017	JAH Atrium	11:00 a.m. - 6:00 p.m.
JCP	March 28 & 29, 2017	JAH Atrium	11:00 a.m. - 6:00 p.m.
JCBS	April 5 & 6, 2017	JAH Atrium	3:00 p.m. - 7:00 p.m.
JCPH	April 5 & 6, 2017	JAH Atrium	3:00 p.m. - 7:00 p.m.
SKMC	April 5 & 6, 2017	JAH Atrium	3:00 p.m. - 7:00 p.m.

Note: All times, dates, and locations are subject to change. For the most up-to-date Regalia Fair information, please visit <https://www.jefferson.edu/commencement>.

Venue

All 2017 commencement ceremonies will be held at the Kimmel Center for the Performing Arts, located at 300 South Broad Street, Philadelphia, PA 19103. 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 directly to the Perelman Theater for rehearsal. 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 room.

Guests are not permitted in the student room 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 lobby for photo opportunities for students and their families. The TJU Bookstore 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.

A Resolution Desk will also be located in the Kimmel Center lobby. TJU staff will be on hand to accommodate last-minute pick-ups and answer questions. Students must make prior arrangements with the Office of Academic Services in order to utilize the Resolution Desk to claim tickets.

For more information about the Kimmel Center, please visit their website at Kimmelcenter.org/.

Parking

Thomas Jefferson University has partnered with Parking Panda 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.

To find out more about the parking locations being offered as well instructions for reserving space through Parking Panda, please visit www.parkingpanda.com/thomas-jefferson-university-commencement-parking?ref=tjuc.

Travel Accommodations

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

For a list of car rental companies and hotels that offer discounts to Jefferson students, please visit Jefferson.edu/university/student-life-engagement/programs/discounts.html.



Commencement Ceremonies

Jefferson Colleges of Health Professions & Pharmacy
Kimmel Center for the Performing Arts
Monday, May 22, 2017
10:00 a.m.

Jefferson College of Nursing
Kimmel Center for the Performing Arts
Monday, May 22, 2017
2:30 p.m.

**Jefferson Colleges of Biomedical Sciences & Population Health
and the Sidney Kimmel Medical College**
Kimmel Center for the Performing Arts
Tuesday, May 23, 2017
10:30 a.m.

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 Arrival

- JCHP and JCP students are expected to arrive by 7:45 a.m. on Monday, May 22, 2017.
- JCN students are expected to arrive by 12 p.m. on Monday, May 22, 2017.
- JCBS, JCPH, and SKMC students are expected to arrive by 8 a.m. on Tuesday, May 23, 2017.
- All students should report directly to the Perelman Theater. Students will check in, review the seating arrangements, listen to ceremony details, and rehearse the procession.

Student Room: Perelman Theater

- No guests are permitted in the student room at any time. Guests are expected to congregate in the Kimmel Center lobby until the doors to Verizon Hall open.
- Each student will have an assigned seat labeled with a name card.
- Students may leave personal items in the student room 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.

Rehearsal

- Before the ceremony, marshals will instruct students on how to process from Perelman Theater to Verizon Hall.
- Students are expected to be ready in their assigned seats prior to the start of rehearsal. Any delays in starting rehearsal could potentially impact the start time of the ceremony.
- Students who arrive in the middle of or after the rehearsal should find a marshal **immediately** to receive further instructions.
- Once rehearsal is complete, graduates return to the student room to prepare for the official ceremony procession.

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

- Once all students have processed across stage, the President will make his closing remarks.
- 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 Verizon Hall.
- Undergraduate students will not go through the hooding process.

Graduates: Immediately Following Ceremony

- Graduates should return to the student room as soon as they leave Verizon Hall.
- Graduates **must** return the empty diploma cases they received on stage. Instructions will be provided during rehearsal for how to return diploma cases.
- Graduates should then report to the diploma distribution station in order to receive their diplomas and new cases.
- **Important:** Only May 2017 graduates will be able to pick up their diplomas and new cases after the ceremony. August 2017 graduates will receive their diplomas and new cases 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 finished in the student room (retrieved diploma, diploma case, and personal belongings), you and your guests are invited to congregate in the Kimmel Center lobby to take photos, purchase memorabilia, and socialize.
- A free luncheon is scheduled for graduates attending the May 23rd commencement right after the ceremony. The event will be held for students and their families on campus at Lubert Plaza.

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 Verizon 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 JCHP and 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, 2017.
- All ceremonies will be streamed online from Thomas Jefferson University's official website. Please visit Jefferson.edu/commencement to find the exact link for streaming. A direct link will also be emailed a few weeks prior to the actual events.

Diplomas

- December 2016 graduates will receive their diplomas via FedEx within the first ten (10) days of January 2017.
- May 2017 graduates will receive their diplomas directly after the commencement ceremony.
- August 2017 graduates will receive their diplomas via FedEx two (2) to three (3) weeks after August 31, 2017.
- 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).

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.

Alternately, name change forms can be found online via the following link:

Jefferson.edu/content/dam/tju/Academic_Affairs/files/Registrar/NAME%20CHANGE%20FORM.pdf. 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 15, 2017 to ensure the proper name is listed on the diploma. Any diploma name changes submitted after March 15, 2017 cannot be guaranteed.

Diploma Tips and Reminders

- If you feel that there is an error on the diploma, please email graduation@jefferson.edu 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

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:

- **Online Exit Requirement:** Student must complete the online exit counseling for federal loans borrowed during school at <https://www.studentloans.gov>. NOTE: SKMC students must attend an in-person exit counseling session conducted by the Office of Financial Aid (financial.aid@jefferson.edu, 215-503-8734).
- **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.
- **Tuition Balance:** Student must pay the balance on his or her account. Student can contact the Tuition/Cashier Office at 215-503-7669 or tuition.office@jefferson.edu.

Important Note: The Registrar's Office does not clear any graduation holds. Students must contact the Tuition/Cashier Office 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?

Jefferson College of Health Professions, Jefferson College of Pharmacy:

Monday, May 22, 2017 10:00 a.m.

Jefferson College of Nursing:

Monday, May 22, 2017 2:30 p.m.

Sidney Kimmel Medical College, Jefferson College of Biomedical Sciences, and Jefferson College of Population Health:

Tuesday, May 23, 2017 10:30 a.m.

When 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. (cap & gown). See page 2 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. 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 January 6, 2017.

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.

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 1, 2017. You will then be notified about picking up your cap and gown

at the Regalia Fair which is hosted in March and April. See page 6 of handbook for dates.

What if I am not able to attend the Regalia Fair?

If you are not able to attend the Regalia 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.

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 letting us know about the change by March 1, 2017.

When will I receive my diploma?

For Spring 2017 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. See page 11 of 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.

What if one of my guests requires handicapped seating?

Please advise the University Office of the Registrar (Graduation@jefferson.edu) no later than March 1, 2017 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. 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. See page 3 of handbook.

Where can I order graduation photos/videos?

Please visit Photo & Video web page on this site for information regarding commencement photos and videos.

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 regalia fairs. The Jefferson Book 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 web page on this site for a list of our preferred hotels.

What should I bring with me on the day of commencement?

You 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.