



March 18, 2019

Dear Candidate for Graduation:

The School of Health and Medical Sciences' Graduate Commencement and Hooding Ceremony will take place on May 16, 2019. The ceremony begins at 6:00 p.m. and takes place on the South Orange campus in the Walsh Gymnasium, within the Richie Regan Recreation Center. A complimentary reception will follow in the adjacent fieldhouse.

In order to ensure the safety and comfort for all in attendance, each student will be allowed to invite a maximum of four (4) guests to the ceremony and reception. All guests must present a ticket to gain admission.

Attached is a PDF with information on how to pick up your guest tickets, as well as more information about the ceremony. Please review this information carefully.

Thank you for your cooperation as we prepare for this momentous occasion, which is a wonderful celebration for all of us in the School of Health and Medical Sciences. If you have any questions, please contact your Department Secretary or Program Coordinator directly.

Sincerely,

Niyala Shaw
Director of Public Relations, Marketing and Special Events
School of Health and Medical Sciences



GUEST TICKET DISTRIBUTION INFORMATION

Graduate Commencement and Hooding Ceremony

May 16, 2019 / 6:00 p.m. / Walsh Gymnasium

In order to ensure the safety and comfort for all in attendance, each graduating student will be allowed to invite a maximum of four (4) guests to the ceremony and reception. All guests must present a ticket to gain admission.

Picking Up Your Guest Tickets:

- From **Wednesday, April 3, through Wednesday, April 17, 2019**, tickets will be available for pick-up from your Department Secretary or Program Coordinator during regular business hours (8:45 a.m. to 4:45 p.m.) unless otherwise informed by your program.
 - **Note: MHA students** will receive separate correspondence from Ms. Patricia Edwards, Program Coordinator, about how and when to obtain their tickets.
- Students must pick-up tickets in person.
- We strongly encourage students to pick up their own tickets. However, if necessary, a student may pick up tickets for another student, but must bring that student's SHU ID Card.
- If you do not need all 4 tickets allotted to you, you can either:
 - give the un-needed tickets to another graduating student on your own accord, or,
 - return the un-needed tickets to your Department Secretary or Program Coordinator. We ask that you return un-needed tickets by April 17, so that they can be offered to other students who would very much like to have them (see page 2 for information on the lottery system that will be used).
- Any tickets that are returned by April 17 will be made available to students who request them through an online lottery system (see page 2).
 - Note: If tickets are not picked up by April 17, they will not be forfeited. Only tickets that explicitly are returned as "un-needed" will be offered to other students through this lottery.
- Graduating students do not need a ticket.

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Requesting Additional Tickets:

- An online form (link TBA, via email) will be used to collect the names of students requesting extra tickets (beyond the 4 they receive), if any become available. The form will be accessible from April 3-17.
- During the week of April 22, the SHMS Dean's Office will conduct a 'random drawing' lottery to determine who will receive the extra tickets, if any are available. The process will be a random drawing using the form submissions; therefore, it does not matter when the student fills out the form during the April 3-17 time period.
- We do not know how many (if any) extra tickets will be available. Therefore, students requesting extra tickets will enter their name and email address only.

Additional Information:

- **Wheelchair Accessible Seating:** Students whose guests use wheelchairs or other mobility chairs may request, in advance, seats for those individuals in a designated, accessible area of the Walsh Gym.
 - For each guest needing an accessible seat, s/he will also be able to have 1 (one) companion sit with him/her. A "wheelchair/companion seat pass" will indicate access to this area.
 - Students requesting wheelchair/companion seats will be able to pick-up the "passes" from the Department Secretary along with their admission tickets.
 - These seats are not in addition to each student's allotment of 4 ceremony tickets for guests.
 - The wheelchair/companion seats will not be reserved by name – they will be available in a designated and monitored area, but we must know the total # in advance so that we can accommodate. For others in the party, "general admission" seats are first-come, first-serve within the Walsh Gym, and will not be guaranteed in the same area as the wheelchair/companion seats.
 - **Disability Support Services:** Individuals who have a disability and will be attending the ceremony should also call Seton Hall Disability Support Services at (973) 313-6003 for information on accessible parking, access to the Recreation Center, and other accommodations that may be necessary or available.
- **Children Attending the Ceremony:** All individuals attending the ceremony must have a ticket, unless they are a child under 2 years-of-age *who will be sitting on a parent/guardian's lap*. Strollers will need to be placed in the back of the gym and cannot be left in aisles, due to fire safety regulations.
- **Doors Open:** The Walsh Gym will open for seating at 4:15 p.m. All guests must be seated by 5:45 p.m. The ceremony will begin promptly at 6:00 p.m.