

March 13, 2018

Dear Esteemed Faculty Members,

Rutgers, The State University of New Jersey Commencement and Rutgers Robert Wood Johnson Medical School Convocation annual exercises will soon be upon us. Your attendance is greatly appreciated as it ensures a fulfilling experience for our graduates.

Rutgers University Commencement is being held on **Sunday, May 13, at 10:00 a.m.** at Rutgers High Point Solutions Stadium on Busch Campus in Piscataway. Robert Wood Johnson Medical School's Convocation will be held on **Monday, May 14, at 7:00 p.m.** at the **State Theatre in New Brunswick**.

I am pleased to inform you that the Dean's Office will pay for the rental of faculty attire. Caps and gowns **must be ordered using the new online ordering system** by clicking [here](#). When you get to question #14, please select "My school pays for my regalia." **The order deadline is Friday, March 30. Orders received after this date cannot guarantee a timely delivery.**

Orders will be ready for pick-up beginning April 23; a reminder email will go out as the date draws closer. Delivery will be made either to the Office of the Dean in New Brunswick, or the Office of the Registrar in Piscataway. If you would like your regalia shipped to another location, the shipping fees will be assessed to the individual faculty member. Joe Chou, registrar, will be collecting all rented regalia at the State Theatre immediately following Convocation. If the attire is not returned after the ceremony, the cost of replacing it will be the responsibility of individual's. Each set of regalia is bar-coded by the rental agency, which will verify the return.

If you have any questions about the online order process or regalia, contact [Jou Chou](#).

Information in regard to directions, assembly and participation will be provided as Convocation and Commencement approaches. I look forward to your involvement on this special day for Robert Wood Johnson Medical School graduates, their families, friends and guests.

Sincerely,

Sherine E. Gabriel, MD, MSc
Distinguished Professor and Dean
Rutgers Robert Wood Johnson Medical School