



Date: March 19, 2018

To: Bachelor Degree Candidates of the Hajim School Class of 2018

From: Lisa Norwood, Assistant Dean

Re: Hajim School Diploma Ceremony Information

I am pleased to inform you that the Hajim School of Engineering and Applied Sciences' Diploma Ceremony for Bachelor's degree candidates will be held on **Sunday, May 20, at 3:00 p.m. in the Kodak Hall at Eastman Theatre**. It will be preceded by a free **School-wide luncheon at 11:00 am in the big tent on the Hajim Quad**. Additional information can be found at http://www.hajim.rochester.edu/news/commencement_schedule_2018.html.

Over 400 students will receive their diplomas at our diploma ceremony, so it is very important that you do the following things ahead of time to ensure your graduation status and to assist us in planning the ceremony:

1. By **Monday, April 16**: Visit <https://www.espeech.com/commencement/rochester/HAJIM.htm>, a name pronunciation survey website where you will hear a suggested pronunciation or pronunciations for your name. You will then be able to select whether the pronunciation is correct. If it is incorrect, you will be provided with instructions on how to modify it.
2. By **Friday, April 20**: Contact your department's undergraduate coordinator if you do NOT intend to participate in the diploma ceremony. Also, if you will be receiving two Hajim School degrees, you may make arrangements to walk across the stage twice, or choose to receive both diplomas from one department.
3. By **Friday, April 27**: RSVP to your undergraduate coordinator with the number of your guests who will attend the Hajim School diploma ceremony reception on Sunday morning, My 20.
4. By **Friday, May 4**: Resolve any discrepancies on your degree audit, including incomplete grades, cluster exceptions, transfer credit or missing courses. You will need to complete a Requirements Incomplete form, if you will not complete your degree requirements by May 20.

Finally, feel free to contact your undergraduate coordinator or me if you have any questions about Commencement, the Hajim School Diploma Ceremony or reception, or your graduation status.