

CALIFORNIA NORTHSTATE  
UNIVERSITY



COLLEGE *of*  
MEDICINE

GRADUATING  
STUDENT  
HANDBOOK  
2020

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## LETTER FROM THE DEAN

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Dear Class of 2020,

You have just submitted your rank lists and are in the last few months of your final year. It is now time to get ready for graduation!

We have created this handbook to prepare you for your final semester and to let you know about the upcoming ceremonies and celebrations, as well as the specific exit requirements for graduation clearance.

We trust you will find this book helpful, but if you still have questions, there are a number of staff and faculty available to assist you.

We are so very proud of you, and look forward to celebrating with you.

Best wishes,



Joseph Silva  
Dean of College of Medicine  
California Northstate University

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# GETTING READY

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## GRADUATION APPLICATION

The first step in preparing for graduation is completing a Petition to Graduate form, which will be sent to your CNU email account in early February from the Office of the Registrar. The Petition to Graduate form must be completed and returned to the Office of the Registrar **no later than April 1st**. The email you receive from the Office of the Registrar will list your official name as it appears on your student record. If you need to update your home/permanent address or provide other updated information, you must do so on the Petition to Graduate form or through your student portal before April 1st.



## DIPLOMAS

Your diploma will be ordered with your legal name as it appears on your student record. If your name is incorrect on your student record or you are formally changing your name, you must present official documentation (e.g., marriage certificate, driver's license, passport, etc.) and submit a Change of Personal Information form to the Office of the Registrar by April 1st. Any questions regarding this procedure should be directed to the Office of the Registrar.

Please note: Diplomas are ordered in your official name at the time of graduation. Diplomas will not be ordered with a name that changes officially or legally AFTER the graduation date.

## ISSUANCE OF DIPLOMAS

The Office of the Registrar conducts an audit for completion of all requirements for the degree of Doctor of Medicine. The list of degree candidates is reviewed by the Student Promotions Committee for recommendation of degree conferral. The Faculty Executive Committee ratifies the candidates for degree conferral and graduation. The names are then submitted to the Office of Medical Education and Dean of the College of Medicine. Once approved, the list of candidates is then submitted to the University President and voted on by the Board of Trustees to approve degree conferral.

Degree conferral is scheduled for the date of the graduation ceremony; however, if a student must complete a degree requirement after the ceremony, the degree will be conferred upon completion of all academic requirements for the degree and after approval vote by the Board of Trustees.

All diplomas will be sent directly from Paradigm to the permanent address listed in your student record, usually within one month of the ceremony date. Your diplomas will not be released if you have any outstanding financial or administrative obligations to the institution.

Please note: California Northstate University is not responsible for lost or damaged diplomas.

### AWARDING OF DEGREES

During the ceremony, each candidate will have their name read aloud, walk across the stage, shake hands with the President and the Dean, and be hooded on stage. Graduates will not be permitted to bring or carry children with them on stage.

### PARTICIPATION IN COMMENCEMENT EXERCISES

Whether or not you intend to participate in the Commencement exercises,. You must complete the following items on the Petition to Graduate by Wednesday, April 1, 2020Y:

*Curriculum Selection, Graduation Year Selection, Graduation Ceremony Selection, Academic Attire Order, and Diploma Name Selection* on the on-line Graduation Application.

### FACULTY HOODERS

Your class will have four faculty and four community members hooding graduating students at Commencement. The community hooders will be selected by the university. Faculty hooders will be nominated by your class with final approval by the Office of Student Affairs.

## GRADUATION REQUIREMENTS

### Graduation requirements from the Progression Policy for COM 2020:

To be considered for graduation, you must achieve the following:

- Complete Phase A, which includes passing USMLE Step 1, within a maximum of four years.
- Students must complete a minimum of 150 credit hours in the medical program, including all Phase A courses, all required clerkships in Phase B, and necessary Phase C sub-I and electives. No more than 27 credit hours of electives can count towards the 150 credit hours for graduation. Phase B and C must be completed within a maximum of four years.
- Students must pass USMLE Step 1 and present supporting documentation by Feb 1st in the winter of the third year of training.
- Total time from matriculation to graduation cannot exceed 7 years.
- Students must pass USMLE Step 2 CK and sit for Step 2 CS exam to qualify for graduation. It is strongly recommended but not required that Step 2 CK is passed by the end of the 1<sup>st</sup> semester of Phase C.
- Students must attain the knowledge, skills and develop the mental capacity and behaviors required of a physician.
- Students must attain a level of clinical judgment which warrants entrustment by the Faculty as required for entry to residency.
- Students must demonstrate a sense of responsibility and social accountability to patients and the community.
- Students must comply with the school's standards of conduct, professionalism, and academic integrity.
- Students must comply with the laws of the United States; the laws of the State of California; local city, county, and municipal ordinances; and the policies, rules, and regulations of California Northstate University and the College of Medicine.
- All academic requirements must be completed at least 2 days before the date of graduation. Failure to comply may lead to delayed graduation.
- Only students in good academic standing are eligible for graduation. Students must have satisfied all conditions for resolution of probation before graduation.
- Failure to meet these requirements will result in review by the Student Promotions Committee.

## COMMENCEMENT FEE

The graduation fee required of all graduating students is \$300 and has been included in the M4 year fees.

## GRADUATION CLEARANCE

### LIBRARY FINES

It is required that any borrowed materials are returned and unpaid fines are cleared prior to graduation. Students will not receive their diploma until these outstanding obligations are met. Overdue fines may be paid in cash or by check at the Library.

Graduating students will have access to online materials for up to one (1) year following Commencement.

### STUDENT ACCOUNTS/ LEDGERS

Graduating students must satisfy all financial obligations owed to CNU.

Student accounts/ledgers must have a zero balance before the Business Office signs off on the Graduation Clearance Form. Any account/ledger with outstanding balance will be placed on hold.

Diploma and transcript will not be released until all outstanding balances are paid in full.

## STUDENT LOAN EXIT INTERVIEWS

### Office of Financial Aid

The following information applies to students who have taken a Private Educational Loan during their attendance at California Northstate University. Prior to graduation, you must complete the **Student Loan Exit Interview on Thursday, April 9, 2020 at 5pm via webinar**. An agenda for the webinar will be sent to you from JoAnne Hansana. You will be provided with instructions on scheduling a one-on-one in person exit interview if you are unable to attend the webinar.



Students should be aware of the total dollar amount of Private Educational Loans you have accumulated before you begin the Student Loan Exit Interview.

The Financial Aid Office at CNSU, your lender, and your guarantor will all automatically be notified that you have completed the Exit Interview.

Please do not hesitate to contact JoAnne Hansana, Financial Aid Manager, should you have any questions.

Ø [jhansana@cnsu.edu](mailto:jhansana@cnsu.edu)

Ø 916- 686 – 8784

## SCHOOL EMAIL ACCOUNT

Graduating student's CNSU email accounts will remain active for a period of three (3) years following your graduation date. After three years, the account is converted to an alumni email.



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# CEREMONIES & CELEBRATIONS

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## MATCH DAY

March 20, 2020

8 – 11 am

Event Center

The College of Medicine will release residency program match results for the Class of 2020. RSVP to Faith Allison at [faith.allison@cnsu.edu](mailto:faith.allison@cnsu.edu).

## CNU SCHOLARSHIP AWARDS CEREMONY

April 10, 2020

5:30 – 8 pm

Event Center

## GRADUATION CLEARANCE DAY

May 15, 2020

10 – 12 pm

TBD

Prior to attending the Graduation Ceremony, you must attend Graduation Clearance Day. A link to the Graduation Clearance Form will be provided to you by email from the Office of the Registrar one week before the Graduation Clearance Day. On this day, you will return clickers, badges, and any other borrowed CNU items to CNU IT. In addition, the Graduation Clearance form must be signed by the Financial Aid Office and the Business Office to clear your account prior to the release of your diploma. Even if you are unable to attend, the form Graduation Clearance Form must be submitted to the Office of the Registrar with all required signatures.

## GRADUATION REHEARSAL

May 15, 2020

8 – 10am

Event Center

Graduates participating in the ceremony must attend the graduation rehearsal in order to practice key elements of the commencement.

## GRADUATION COMMENCEMENT

May 16, 2020

9:00 am

CNU Outdoor Facilities

The Commencement Ceremony will include a keynote speaker, notable and prominent community and healthcare representatives, President Cheung, Dean Silva, and a designated student speaker from the graduating class.

## COMMENCEMENT CEREMONY

All graduating students are required to attend.

### INVITATIONS & TICKETS

A minimum of 4 tickets per student will be provided for guests to attend the ceremony. Graduating students will not need a ticket to attend. All tickets must be picked up in person and will be available starting May 1 until May 15, 2020 on Graduation Clearance Day.

### GRADUATES

All graduates must report with their academic attire and regalia to the graduation staging area (to be determined) no later than 8 am. Do not carry personal belongings with you. Leave your belongings with one of your guests.

Promptly at 9 am, you will begin to line up for the processional.

### GUESTS

All guests may begin seating at 8am.

## REGALIA

Degree candidates participating in the Commencement Ceremony must wear regalia with professional attire.

Regalia must be ordered through Jostens at the following link:

[https://www.jostens.com/apps/store/productBrowse/2124837/California-Northstate-University/Student-College-of-Medicine/colgregstd\\_2124837\\_3443753/CATALOG\\_COLLEGE/](https://www.jostens.com/apps/store/productBrowse/2124837/California-Northstate-University/Student-College-of-Medicine/colgregstd_2124837_3443753/CATALOG_COLLEGE/)

**The deadline to order caps and gowns is Thursday, March 26, 2020.**

## WHAT TO EXPECT

Graduation will begin promptly at 9:00 am and should last approximately two hours.

Attendees may not stand in the aisles at any time, including when taking pictures or videos. Balloons and confetti are NOT permitted at the event.

Please be sure to share all Commencement information with your guests and make arrangements for meeting after the ceremony.

## PHOTOGRAPHY

It is recognized that many of the guests wish to have photographs of their student on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as they shake hands with the Dean. All graduates will be required to fill out a photograph information sheet on-line **prior to May 16** to receive these professionally shot pictures. Guests will be permitted to use hand-held cameras and self-contained home video equipment from their seats, only utilizing the existing lighting of the venue.

## YEARBOOK

We invite all seniors to submit a headshot and senior quote to be included in the 2019-2020 yearbook. For more information, contact the 2020 Editors, Rachel Sawada, Tasha Staton, or Jamal Abercrombia via email:

[rachel.sawada7844@cnsu.edu](mailto:rachel.sawada7844@cnsu.edu),

[tasha.staton@cnsu.edu](mailto:tasha.staton@cnsu.edu), or

[kamau.abercrombia@cnsu.edu](mailto:kamau.abercrombia@cnsu.edu).



Purchase link

<https://www.balfour.com/student-info?smi=136117>

When prompted for distribution center, please enter "California Northstate University College of Medicine"

Quote:

<https://forms.gle/6Ej3TZossfJXoMgk7>

Picture:

Email to: [tstaton@cnsu.edu](mailto:tstaton@cnsu.edu)

## DINING AND HOTELS

If you or your out-of-town guest are looking for accommodations and dining on or leading up to the big day, then consider the curated list of Sacramento/Elk Grove restaurants and hotels included at the end of the Graduation Handbook.

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# STAYING CONNECTED

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## ALUMNI ASSOCIATION

Your connection to CNU does not end after you receive your diploma. You will join a great alumni body, with many successful graduates who hold positions in many fields including academic medicine, private practice, and administration.

The Alumni Association is a vibrant organization and, although an independent organization, will be committed to helping the medical school achieve its mission. We welcome your involvement with our association.

## ALUMNI AMBASSADOR

Interested in serving? Please contact Dr. Xiaodong Feng at (916) 686-8066 for to become an alumni ambassador. This will be an important next step in your journey towards becoming a practicing physician.

## MEMBERSHIP

There is no fee to join the Alumni Association.

## ACTIVITIES

The goals of the Alumni Association range from supporting initiatives such as student tuition scholarships, summer research fellowships, mentoring programs, student clinics, and many other school electives and programs. Reunions will be held annually for alumni networking and reminiscing.

We would like to stay in touch to keep you informed about the parties we will have for recent graduates and our e-newsletters. Please email any change of address to [comalumni@cnsu.edu](mailto:comalumni@cnsu.edu)

If you would like more information about the Alumni Association, or want to get involved, please contact Dr. Xiaodong Feng at (916) 686-8066. You can also visit our website at <http://medicine.cnsu.edu/student-services/alumni-services>.

## HEALTH INSURANCE

Any student who currently has health insurance through the CNU student healthcare plan, and will not have new coverage through an employer starting on August 1, 2020, is eligible to purchase a UnitedHealthCare individual premium plan starting June 1, 2020. You only have 30 days from the end of coverage (July 31, 2020), to complete your enrollment and payment.

For questions, please contact

Mr. Jim Maher

Certified Senior Advisor

McGrew & Maher Insurance Services, Inc.

Phone: (916) 781-6430

E-mail: [jim@mcgrewmaher.com](mailto:jim@mcgrewmaher.com)



**Congratulations! You did it!!!**

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## CALENDAR OF EVENTS

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### March

- 20 Match Day
- 26 Deadline to order regalia
- 29 Reserve Invitations & Tickets for Commencement

### April

- 3 AAMC Graduation Questionnaire (GQ) Survey Completion
- 1 Return Petition to Graduate Form to Office of the Registrar by email or in person
- 9 Exit Loan Interview with Financial Aid Manager, JoAnne Hansana
- 10 Scholarship Ceremony

### May

- 15 Graduation Clearance Day
- Return Graduation Clearance Form
- Graduation Rehearsal
- Class Photo
- 16 Commencement Ceremony

# Contacts

Apparel Store .....	Natalie Vachalek	(916) 686-8884 <a href="mailto:nvachalek@cnsu.edu">nvachalek@cnsu.edu</a>
Dean's Office.....	Thomas Giannini	(916) 686-7859 <a href="mailto:thomas.giannini@cnsu.edu">thomas.giannini@cnsu.edu</a>
Commencement Programs		
Financial Aid .....	JoAnne Hansana	(916) 686-8784 <a href="mailto:JHansana@cnsu.edu">JHansana@cnsu.edu</a>
Financial Aid Exit Interviews		
Library.....	Scott Minor	(916) 686-8363 <a href="mailto:SMinor@cnsu.edu">SMinor@cnsu.edu</a>
Library Fines		
Photography.....	Flash Foto Photography	(916) 247-5563 <a href="mailto:info@flashfoto.us">info@flashfoto.us</a>
Registrar.....	Annie Xiong	(916) 686 -8678 <a href="mailto:cnregistrar@cnsu.edu">cnregistrar@cnsu.edu</a>
Petition to Graduate Form		
Graduation Clearance Form		
Ordering and Receiving Diploma		
Student Affairs.....	Dr. Darilyn Falck	(916) 686-7914 <a href="mailto:darilyn.falck@cnsu.edu">darilyn.falck@cnsu.edu</a>
Completion of Graduation		
Requirements		
Alumni Association.....	Dr. Xiaodong Feng	(916) 686-8066 <a href="mailto:Xiaodong.feng@cnsu.edu">Xiaodong.feng@cnsu.edu</a>
RSVPs/ Tickets.....	Faith Allison	<a href="mailto:faith.allison@cnsu.edu">faith.allison@cnsu.edu</a>
Regalia Questions.....	Kamau Jamal Abercrombia	(916) 378-3491 <a href="mailto:kamau.abercrombia@cnsu.edu">kamau.abercrombia@cnsu.edu</a>
Guest Issues		
Commencement Ceremony		
Yearbook .....	Rachel Sawada	<a href="mailto:Rachel.Sawada7844@cnsu.edu">Rachel.Sawada7844@cnsu.edu</a>
.....	Tasha Staton	<a href="mailto:tasha.staton@cnsu.edu">tasha.staton@cnsu.edu</a>
.....	Kamau Jamal Abercrombia	<a href="mailto:kamau.abercrombia@cnsu.edu">kamau.abercrombia@cnsu.edu</a>



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## HOTELS AND DINING

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### Elk Grove Hotels

**Hilton Garden Inn Sacramento Elk Grove**

9241 Laguna Springs Dr, Elk Grove, CA 95758  
(916) 691-1900

**Extended Stay America- Sacramento- Elk Grove**

2201 Longport Ct, Elk Grove, CA 95758  
(916) 683-3753

**Hampton Inn & Suites Sacramento- Elk Grove**

2305 Longport Ct, Elk Grove, CA 95758  
(916) 683-9545

**Holiday Inn Express Elk Grove- Sacramento**

2460 Maritime Dr, Elk Grove, CA 95758  
(916) 478-4000

### Sacramento Hotels

**Holiday Inn Sacramento Downtown- Arena**

300 J St, Sacramento, CA 95814  
(916) 446-0100

**The Citizen Hotel, Autograph Collection**

926 J St, Sacramento, CA 95814  
(916) 447-2700

**Sheraton Grand Sacramento Hotel**

1230 J St, Sacramento, CA 95814  
(916) 447-1700

**Inn off Capitol Park, Ascend Hotel Collection**

1530 N St, Sacramento, CA 95814  
(916) 447-8100

**Residence Inn by Marriott Sacramento Downtown at Capitol Park**

1121 15th St, Sacramento, CA 95814  
(916) 443-0500

**Vagabond Inn Executive- Sacramento (Old Town)**

909 3rd St, Sacramento, CA 95814  
(916) 446-1481

# Restaurants

## Breakfast/Brunch

### **Bacon and Butter (Tahoe Park)**

5913 Broadway, Sacramento, CA 95820  
(916) 346-4445

### **Beast and Bounty (Midtown)**

1701 R St, Sacramento, CA 95811  
(916) 244-4016

### **Huckleberry's Breakfast and Lunch**

2745 Elk Grove Blvd, Elk Grove, CA 95758  
(916) 897-9261

### **Hot off the Griddle (Natomas)**

1583 W El Camino Ave Ste 103, Sacramento, CA 95833  
(916) 571-5792

### **The Morning Fork (Midtown)**

1111 21st St. Sacramento, CA 95811  
(916) 476-6765

### **Orphan Breakfast House (East Sacramento)**

3440 C St, Sacramento, CA 95816  
(916) 442-7370

### **Butt3rmilk Café**

6425 Florin Perkins Rd, Sacramento, CA 95828  
(916) 386-9878

### **Wild Flour Café**

1430 14th St, Sacramento, CA 95814  
(916) 930-0285

### **Jamie's Cafe**

9101 Laguna Main St. Ste 190, Elk Grove, CA 95758  
(916) 667-3865

### **Elk Café**

8698 Elk Grove Blvd. Ste 5, Elk Grove, CA 95624  
(916) 667-3160

## Lunch/Dinner

### **The Other Side (East Sacramento)**

#### **American**

5090 Folsom Blvd, Sacramento, CA 95819  
(916) 475-1875

### **Saigon Alley Kitchen + Bar (Midtown)**

#### **Vietnamese**

1801 L St Ste 50, Sacramento, CA 95811  
(916) 758-6934

**Frankenwaffle (East Sacramento)****Gastropub style**

1119 Alhambra Blvd, Sacramento, CA 95816  
(916) 917-5108

**Chaat of India****Indian**

6157 Mack Rd, Sacramento, CA 95823  
(916) 681-7000

**Ramen House Ryujin (Midtown)****Japanese**

1831 S St, Sacramento, CA 95811  
(916) 341-0488

**Mezcal Grill (Tahoe Park)****Mexican**

701 Broadway Ste B, Sacramento, CA 95817  
(916) 619-8766

**Alaro Craft Brewery (Midtown)****Spanish, Tapas**

2004 Capitol Ave, Sacramento, CA 95811  
(916) 436-7711

**Mamma Susanna's Ristorante Italiano (River Park, East Sacramento)****Italian**

5487 Carlson Dr., Sacramento, CA 95819  
(916) 452-7465

**The Coconut on T (Downtown)****Thai**

1110 T St., Sacramento, CA 95811  
(916) 822-4665

**Boulevard Bistro****American**

8941 Elk Grove Blvd, Elk Grove, CA 95624  
(916) 685-2220

**Sarom's Southern Kitchen****Southern**

6624 Laguna Blvd Ste 102, Elk Grove, CA 95758  
(916) 236-3488

**Jang Goon Sushi & Korean BBQ****Korean**

9671 E Stockton Blvd, Elk Grove, CA 95624  
(916) 509-9697

**Tasty Pot****Taiwanese**

8461 Elk Grove Blvd, Elk Grove, CA 95758  
(916) 896-1916

**Fogo de Minas (Natomas)****Brazilian Steakhouse**

2606 Gateway Oaks Dr. Ste 140/150, Sacramento, CA 95833  
(916) 883-3646

**Melaka Kitchen****Malaysian**

8420 Elk Grove Florin Rd Ste 170, Elk Grove, CA 95624  
(916) 688-8222

**Close to Campus****India Palace****Indian**

2619 W Taron Ct. Ste 120, Elk Grove, CA 95757  
(916) 714-0777

**Miyabi****Japanese**

2513 W Taron Ct, Ste 120, Elk Grove, CA 95757  
(916) 686-8788

**Flaming Grill Café****Burgers**

2513 W Taron Ct, Elk Grove, CA 95757  
(916) 226-9918

**Oz Korean BBQ****Korean**

2605 Riparian Dr., Elk Grove, CA 95757  
(916) 478-9292

**Wasabi****Japanese**

2745 Elk Grove Blvd Ste 300, Elk Grove, CA 95758  
(916) 683-8188

