



COLLEGE OF MEDICINE
**GRADUATING
STUDENT
HANDBOOK
2019**

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LETTER FROM THE DEAN

Dear Class of 2019,

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, our inaugural class, and look forward to celebrating with you.

Best wishes,



Joseph Silva
Dean of College of Medicine
California Northstate University

GETTING READY

GRADUATION APPLICATION

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



DIPLOMAS

The diploma is ordered with your legal name as it appears on your student record. If your name is incorrect in the student records 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 degree completion of all requirements. The list of candidates are submitted to the Student Promotions Committee for recommendation of degree conferral to the Office of Academic Affairs and Dean of the College of Medicine. Once approved, the list of candidates are submitted to the University President and voted on by the Board of Trustees to approve awarding the degrees.

The conferral date of the degree is the day of the graduation ceremony. However, if a student completes a degree requirement after the ceremony date, the degree is conferred upon completion of all academic requirements of the degree and after approval vote by the Board of Trustees.

All diplomas are sent directly from Paradigm to your home/permanent address, usually within one month from the ceremony date. Diplomas are not released if you have any outstanding financial or administrative obligation 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 his/her 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

Complete the sections *Curriculum Selection*, *Graduation Year Selection*, *Graduation Ceremony Selection*, *Academic Attire Order*, and *Diploma Name Selection* on the on-line Graduation Application, whether or not you intend to participate in the Commencement Exercises. The Application must be completed on-line by Monday, April 1, 2019.

You will be able to print out a Graduation Application Summary following completion of the Application.

FACULTY HOODERS

Your class will have four faculty and three community members hooding graduating students at Commencement:

Dr. Floyd Culler
Dr. Nazila Hejazi
Dr. ForShing Lui
Dr. Peter Miles
Dr. Peter Murphy
Dr. Rajendra Ramsamooj
Dr. Michael Wong

GRADUATION REQUIREMENTS

Graduation requirements from the Progression Policy for COM 2019:

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

- A. A maximum of four years are required to complete Phase A which includes passing USMLE Step 1.
- B. 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.
- C. Students must pass USMLE Step 1 and present supporting documentation by Feb 1st in the winter of their third year of training.
- D. Total time from matriculation to graduation cannot exceed 7 years.
- E. 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 1st semester of Phase C.
- F. Failure to meet these requirements will result in review by the Student Promotions Committee.
- G. Students must attain the knowledge and skills, and develop capacity and behaviors required of a physician.
- H. Students must attain a level of clinical judgment which warrants entrustment by the Faculty as required for entry to residency.
- I. Students must demonstrate a sense of responsibility and social accountability to patients and the community.
- J. Students must comply with the School's standards of conduct, professionalism, and academic integrity.
- K. Students must comply with the laws of the United States; the laws of the State of California; local city, county, and municipal ordinances; the policies, rules and regulations of the California Northstate University and the COM.

COMMENCEMENT FEE

The graduation fee for all graduating students is included in the M4 year fees. Students have already paid a \$300 Commencement fee.

GRADUATION CLEARANCE

LIBRARY FINES

Make sure you do not have any materials checked out, or unpaid fines. This will result in being blocked from checking out additional materials and may cause a delay in graduation. Overdue fines may be paid by cash or check at the Library. Any student who has not met all financial and administrative obligations to the institution will not receive his or her diploma until cleared by the appropriate office.

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

STUDENT ACCOUNTS/ LEDGERS

All 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 outstanding balance is 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 Friday, April 12th, 2019 from 12-1pm.**



You must 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 CNU, 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

Ø 916-686-8784

SCHOOL EMAIL ACCOUNT

Graduating students CNSU email account will remain active for a period of two (2) years following your graduation date.

CEREMONIES & CELEBRATIONS

MATCH DAY

March 15th, 2019

8 – 11 am

Event Center

The College of Medicine will release residency program match results for the Class of 2019. RSVP to Kelsy Harris at Kelsy.harris@cnsu.edu.

CNU SCHOLARSHIP AWARDS CEREMONY

April 5th, 2019

6 – 8 pm

Event Center

CHRISTIAN MEDICAL FELLOWSHIP DINNER & COMMISSIONING

May 7th, 2019

6:30 pm

Event Center

Graduating CMF students from CNUCOM and UCDSOM will join together with community physicians from the local CMDA community. The keynote speaker will be Dr. John Chuck.

RSVP to Dr. Darilyn Falck by Friday, April 26th at Darilyn.falck@cnsu.edu.

GRADUATION CLEARANCE

May 10th, 2019

10 – 12 pm

Classrooms 2A/2B

Prior to attending the Graduation Ceremony, you must attend the Graduation Clearance Day. A form is provided to you by email from the Office of the Registrar one week before the Graduation Clearance Day. You will return clickers, badges, and any other borrowed CNU items to 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. If you are unable to attend, the form must still be submitted to the Office of the Registrar with all required signatures.

Graduates will turn in their Student IDs, Turning Point Clickers, and Parking Passes on Graduation Clearance Day. They will also ensure all University departmental needs have been met.

GRADUATION REHEARSAL

May 10th, 2019

12 – 2pm

Event Center

Prepare for the big day! Graduates participating in the ceremony must attend the graduation rehearsal in order to practice key elements of the commencement.

GRADUATION COMMENCEMENT

May 11th, 2019

4:00 pm

Event Center

The Commencement Ceremony will include keynote speaker Dr. Richard Isaacs, CEO and Executive Director of the Permanente Medical Group, Congresswoman Doris Matsui, Mayor Steve Ly, President Cheung, Dean Silva, and a designated student speaker from the graduating class.

All graduating students are required to attend. Each student will receive ten tickets for guests. Tickets can be picked up from Office of Student Affairs starting Wednesday, May 1st.

MILITARY PROMOTION

May 15th, 2019

6:00 pm

Event Center

Two military promotions will occur in the week following the Commencement Ceremony. Join the Military Medicine Interest Group in celebrating these students on the evening of Wednesday, May 15th. Contact the Military Medicine Interest Group or the Office of Student Affairs for more information.

COMMENCEMENT CEREMONY

INVITATIONS & TICKETS

All participating students will receive ten (10) tickets for general admission. All tickets must be picked up in person and will be available starting May 1st until May 10th, 2019 on Graduation Clearance Day.

GRADUATES

All graduates must report with their academic attire and regalia to Classrooms 1A/1B no later than 3 p.m. Do not carry personal belongings with you. Leave your belongings with one of your guests. Promptly at 3 pm, you will begin to line up for the processional.

GUESTS

All guests will enter through the Event Center at 9650 West Taron Drive. Guests will not be permitted to enter prior to 3:00 pm, so keep that in mind if you want them to hold any personal belongings.

Once the faculty and student procession begins, guests who are not already in the Center will not be permitted to enter until the graduates and the faculty are seated. Since all seating is general admission, seats will be available on a first-come basis.

As the Center fills up, areas will be closed off and arriving guests will be directed to seating that is still available. Please plan accordingly. To maintain the dignity of the ceremony, guests will be asked by the ushers to keep the aisles clear.

REGALIA

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

Regalia must be ordered through Jostens at the following link:

[\(https://www.jostens.com/apps/store/customer/2124837/California-Northstate-University/\)](https://www.jostens.com/apps/store/customer/2124837/California-Northstate-University/)

The deadline to order rental caps and gowns is Tuesday, March 26th, 2019.

WHAT TO EXPECT

Graduation will begin promptly at 4:00 pm and should last approximately two hours.

Attendees may not stand in the aisles at any time to take pictures or videos. Balloons and confetti are NOT permitted in the Event Center.

Please be sure to share all Commencement information with your guests and make arrangements where you will meet after the ceremony.

PHOTOGRAPHY

It is recognized that many of the guests wish to have photographs showing their student during the time that they are on stage receiving their diplomas. We have contracted a professional photographer to be on stage to photograph each candidate as s/he shakes hands with the President. All graduates will be required to fill out a photograph information sheet on-line **prior to May 11th**. Because your guests may wish to take their own photographs, from their seats, guests will be permitted to use hand-held cameras and self-contained home video equipment using only the existing lighting in the Event Center.

YEARBOOK

Your classmates are currently working very hard to publish a yearbook which includes new headshots taken on Match Day, faculty pictures, candid group shots of students, faculty, staff, greetings from the administration and photos of student life in and around campus. Yearbooks will be available for pre-order in May with the Yearbook Committee. For more information, contact the 2019 Editors, Isaac Chuang, Julie Eggleton, or Rachel Sawada via email: chengwei.chuang1092@cnsu.edu, julie.schaffer3279@cnsu.edu, or Rachel.Sawada7844@cnsu.edu.



With your headshot, submit a chosen quote (limit 160 characters) and one (1) childhood/ family photo to be featured. Upload these documents to the yearbook drive.

Quote:

https://docs.google.com/forms/d/e/1FAIpQLScRVvVyUM_8A0gwLncJCZotXLdC8vXYhvc7wkrWGjuMdBXFCg/viewform?usp=sf_link

Picture:

https://drive.google.com/drive/folders/1x3czLz1_eQMw7VDxzpXDaPi7yhdFoxlR?usp=sharing

STAYING CONNECTED

ALUMNI ASSOCIATION

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

Your 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? Your graduation marks the beginning of the Alumni Association for the College of Medicine. 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

For the inaugural class, free lifetime alumni association membership is included.

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 keep in touch with you to advise you about the parties we will have for recent graduates, and e-newsletters. Please email any change of address to 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 or you can visit our website at <http://medicine.cnsu.edu/student-services/alumni-services>. This will be your Alumni Association, so get involved!

HEALTH INSURANCE

Any student who currently has health insurance through the Western Health Advantage (WHA) plan, and will not have other coverage through a job on August 1st, 2019, is eligible to purchase a WHA individual premium plan starting June 1st, 2019. You only have 30 days from the end of coverage (July 31, 2019), to complete your enrollment and payment.

Please contact for questions:

Mr. Matthew Maher

Individual & Micro Account Specialist

Phone: (916) 614 - 6056

Fax: (916) 568 -1338

E-mail: M.Maher@westernhealth.com



Congratulations! You did it!!!

CALENDAR OF EVENTS

March

- 15 Match Day
- 26 Deadline to order regalia
- 29 Reserve Invitations & Tickets for Commencement
- 29 AAMC Graduation Questionnaire (GQ) Survey Completion

April

- 1 Return Petition to Graduate Form to Office of the Registrar by email or in person
- 5 Scholarship Ceremony
- 12 Exit Loan Interview with Financial Aid Manager, JoAnne Hansana

May

- 7 Christian Medical Fellowship & Dinner Commissioning
- 10 Graduation Clearance Day
- Return Graduation Clearance Form
- Graduation Rehearsal
- Class Photo
- 11 Commencement Ceremony
- 15 Military Promotion

QUESTIONS?

Apparel Store	Natalie Vachalek	(916) 686-8884 nvachalek@cnsu.edu
Dean's Office	Thomas Giannini Commencement Programs	(916) 686-7859 thomas.giannini@cnsu.edu
Financial Aid	JoAnne Hansana Financial Aid Exit Interviews	(916) 686-8784 JHansana@cnsu.edu
Library	Scott Minor Library Fines	(916) 686-8363 SMinor@cnsu.edu
Photography	Flash Foto Photography	(916) 247-5563 info@flashfoto.us
Registrar	Janine Dragna Petition to Graduate Form Graduation Clearance Form Ordering and Receiving Diploma	(916) 686 -8678 janine.dragna@cnsu.edu
Student Affairs	Dr. Darilyn Falck Completion of Graduation Requirements Alumni Association.....	(916) 686-7914 darilyn.falck@cnsu.edu
	Dr. Xiaodong Feng	(916) 686-8066 Xiaodong.feng@cnsu.edu
	RSVPs/ Tickets.....	Kelsy Harris kelsy.harris@cnsu.edu
	Regalia Questions.....	Ariana Mueller (916) 378-3491 ariana.mueller@cnsu.edu
	Guest Issues	
	Commencement Ceremony	
	Yearbook	Issac Chuang cheng-wei.chuang1092@cnsu.edu
	Julie Eggleton julie.schaffer3279@cnsu.edu
	Rachel Sawada Rachel.Sawada7844@cnsu.edu

FORMS



CALIFORNIA
NORTHSTATE
UNIVERSITY

Petition to Graduate

Office of the Registrar
9700 West Taron Drive | Elk Grove, CA 95757
916-686-7400 | CNRegistrar@cnsu.edu

Please complete and submit this form to the Office of the Registrar no later than April 1st of the year you graduate.

Your diploma will be printed with your official name of record and mailed to your permanent address on file at the time the diploma order is placed. Diplomas are mailed 2 to 3 months following graduation. If you need to update your legal name, you must file a timely Change of Personal Information form with supporting documentation with the Office of the Registrar.

STUDENT INFORMATION

Legal Name: _____
First Middle Last

Student ID #: _____ Expected Degree Requirement Completion: Summer Fall Spring Year: _____

College: COP (Pharm.D.) COM (M.D.) CHS (B.S. in Health Sciences, concentration: _____)

Do you need to update your contact information? No Yes; If yes, completing the section below will update your Home/Permanent contact information. To change your information following submission of this form, complete the Change Of Address form. Returned undeliverable diplomas will be kept for 5 years. Remaining is at the expense of the student. The University assumes no responsibility for the loss or damage of mailed diplomas.

Diploma/Permanent Address: _____
Street (Include apartment #, P.O. Box, etc., if applicable)

City, State ZIP

New Personal Email: _____ Phone #: (_____) _____

I understand that I must submit all required forms, payments and materials described in the Commencement/Graduation Handbook, Student Handbook and General Catalog in order to graduate and/or receive my diploma. If I have not satisfied all of the requirements for the degree for which I have applied, California Northstate University will not grant my degree. My signature below indicates my understanding and agreement to the above.

Student Signature: _____ Date: _____

COMMENCEMENT & ALUMNI ASSOCIATION

Are you interested in joining the CNU Alumni Association (check one)? No Yes

Commencement Program: By default, your legal name will appear in the Commencement Program. If you need a different name printed, please contact your college's Student Affairs Office.

Please print your name phonetically (how it sounds) as you would like to hear it announced during Commencement: (e.g. Mia Quach = Me-uh Kwok)

OFFICE OF THE REGISTRAR USE ONLY

Date Received: _____ Date Processed: _____ Processed By: _____

Updated 03/17 OR



CALIFORNIA
NORTHSTATE
UNIVERSITY

Graduation Clearance Form

Office of the Registrar
9700 West Taron Drive
Elk Grove, CA 95757
916-686-7400 | CNRegistrar@cnsu.edu

Please complete this form, obtain clearance from the appropriate departments listed and submit to the Office of the Registrar no later than the Friday before your graduation ceremony.

STUDENT INFORMATION

Name: _____
First Middle Last

Student ID#: _____ Class of: _____ Date of Birth: _____ Graduation Date: _____

College: COP COM CHS

UPDATING YOUR CONTACT INFORMATION: If you need to make changes to your contact information, please complete a Change of Address Form or make the changes in your Student Portal. Following graduation, correspondence will be sent to your Home/Permanent address. Your diploma will be mailed to your Home/Permanent address on record at the time the diploma order is placed.

EQUIPMENT CLEARANCE SIGNATURES

Student ID badge returned Student ID badge lost/not returned—payment for replacement verified*

Signature: _____ Date: _____
Information Technology

Turning Point clicker returned Turning Point clicker lost/not returned—payment for replacement verified*

Signature: _____ Date: _____
Information Technology

*If your Student ID badge or Turning Point clicker is not returnable, please complete the appropriate replacement form. Completion of the replacement includes proper payment made to the Business Office.

DEPARTMENT CLEARANCE SIGNATURES

Completed exit loan counseling/exit loan counseling not required

Signature: _____ Date: _____
Financial Aid Office

No outstanding student account balance owed to California Northstate University.

Signature: _____ Date: _____
Business Office

No outstanding account balance owed to California Northstate University Library.

Signature: _____ Date: _____
Librarian

Degree audit completed and all academic requirements fulfilled.

Signature: _____ Date: _____
Registrar

OFFICE OF THE REGISTRAR USE ONLY

Date Received: _____ Date Processed: _____ Processed By: _____ Updated 2/17 OR