



INFORMATION BOOKLET  
for 116<sup>th</sup> Winter  
Commencement Ceremony

WINTER CEREMONY  
JANUARY 2012

To the Class of 2012,

Congratulations on your degree completion and your approaching graduation! You should be very proud of all that you have accomplished. I know I speak for the entire campus community when I say that all of us applaud your triumph.

In just a few weeks you will participate in the January commencement ceremony at Fitchburg State. The Winter Commencement Ceremony is scheduled for **Friday, January 27 at 6:30 p.m.** in the Recreation Center. This brochure will offer some basic information to assist you in your preparation.

The Winter Commencement Ceremony is an exciting event, one which the entire Fitchburg State University community plans to celebrate. For every commencement, the entire campus is transformed into a bustling site hosting graduates, family, friends, faculty, trustees, alumni and dignitaries. But remember that the road to commencement begins now. Please read this brochure carefully. There is much to keep in mind: academic requirements, outstanding obligations, ceremony specifics, honors, invitations, parking, special arrangements for students and guests with disabilities and receiving your official diploma, to name just a few.

Among the information you'll find inside:

- Commencement will begin promptly at **6:20 p.m.** with the academic procession and will last for about an hour and a half.
- Postponement of the ceremony because of inclement weather will be announced on **Friday, January 27 by 10 a.m.** The snow date will be Saturday, **January 28 at 2:00 p.m.**
- Free satellite parking at the Intermodal Center Garage at Main and North Streets with shuttle service provided.

Remember, to better prepare for this special day, please read this brochure closely and check your mailbox regularly during the next few weeks; there may be information from other offices that affect your graduation.

Again, congratulations and best wishes,



Dr. Shirley Ann Wagner  
Associate Vice President, Academic Affairs

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# GENERAL GRADUATION INFORMATION

## Confirmation of Attendance at Commencement

It is important that we know the exact number of seniors and graduate students attending in order to have the appropriate number of seats available in the graduate seating area. You can confirm your attendance at the Winter Commencement ceremony by viewing the “Commencement Ceremony attendance list” by clicking the Graduation Information Link on the Registrar’s Office website at [www.fitchburgstate.edu/offices/student-services/registrar](http://www.fitchburgstate.edu/offices/student-services/registrar). **You do not need to do anything if your name is on the list and you still plan to attend the ceremony.** If you will not be able to attend, please contact the Registrar’s Office by **Friday, January 6, 2012.**

The following groups are eligible to participate in the ceremony: all senior undergraduates who have filed applications with the Registrar’s Office and have received clearance for graduation, senior undergraduates who have been approved to participate in the graduation ceremony by the Registrar, and graduate students who have filed applications with the Registrar’s Office and have received clearance for commencement.

Both undergraduate and graduate students who are completing their requirements during the fall semester can choose to participate in the May commencement ceremonies instead of the January ceremony. In May, 2012, the undergraduate commencement ceremony will be held on Saturday, May 19 at 10:00 a.m. The graduate commencement ceremony will be held on Thursday May 17 at 6:30 p.m.

## Taking Courses Elsewhere

If you are taking a course at another university this semester, be sure to inform the Registrar’s Office if you have not already done so. It is your responsibility to make arrangements for the course grade to be forwarded to the Registrar’s Office. Your grade must be a 2.0 or higher for undergraduate students and 3.0 or higher for graduate students in order for the course to be accepted. Until the official transcript for all courses is received by Fitchburg State University, you will be ineligible to receive your diploma or Fitchburg State University transcripts. All grades should be received no later than **Friday, January 6, 2012.**

## University Obligations

If you have any unresolved obligations such as library fines, student loans, bills at the Treasurer’s Office, residence hall damage, outstanding books or media equipment at the time of graduation, transcripts will not be issued and diplomas may be held until the obligation is resolved. Take care to resolve these matters prior to the end of final exams.

# THE WINTER COMMENCEMENT CEREMONY

## Commencement Ceremony Schedule

Commencement is scheduled for **Friday, January 27 at 6:30 p.m.** Commencement ceremony will take place at the Recreation Center on North Street on the Fitchburg State campus. There is no commencement rehearsal. The ceremony will be about an hour and a half. Seating areas for guests will open at **4:30 p.m.**

In the event of inclement weather, the ceremony may be postponed. A snow plan is listed on page 4; please pay careful attention when reading this section.

## Ceremony Specifics

The processional will begin promptly at **6:20 p.m.** Please arrive no later than **5:45 p.m. at the Recreation Center.** Student greeters will have information to assist you with where you need to line up, how to get undergraduate honors medallions, and where graduate students can go to be hooded. Coat racks will be provided.

Graduates will be lined up according to degree and then arranged by major (graduates will be lined up alphabetically within majors). If you have a name that is difficult to pronounce please provide the phonetic spelling. Please review the attached order of the commencement processional and diploma distribution. Faculty marshals will be on hand to assist in the lineup.

The chair of your program will lead the graduates on stage and present them to the president and the chairman of the Board of Trustees. Your name will be read as you cross the stage to receive your diploma cover from President Robert V. Antonucci. As you are lined up, you will be given an index card on which your name has been typed. **Please do not lose this card!** When you approach the platform, hand this card to the reader of the names. Please be courteous to your fellow graduates by remaining in line and returning directly to your seat upon receiving your diploma cover.

## Academic Honors (Undergraduates Only)

Academic honors are awarded to undergraduates and are based on a minimum of 60 semester hours for courses taken on the Fitchburg State University campus. To graduate with honors, your cumulative 60 or more semester hours must average 3.2 or higher for cum laude; 3.5 or higher for magna cum laude, or 3.8 or higher for summa cum laude. Final honors status will be calculated on all the courses you have taken at the university and will be identified on your diploma with a seal and will be printed on the Fitchburg State University transcript. Honors designations in the commencement program will be based on your cumulative grade point average as of **December 2, 2011**, and may change after all grades are processed at the end of the semester. Students completing the graduation requirements in the Leadership Academy will have their thesis listed in the commencement program.

All students who are eligible for honors based on their cumulative grade point average on **December 2, 2011**, will receive honors medallions to wear on their commencement robes. Representatives from the Registrar's Office will distribute the medallions on commencement evening in the Recreation Center.

## **Hooding of Graduate Degree Students**

All students who are earning a Certificate of Advanced Graduate Study, Master of Arts, Master of Arts in Teaching, Master of Education, Master of Business Administration, Master of Science or Master of Science in Nursing degrees should bring their hoods, which are part of the academic regalia purchased through the bookstore, to the Dance Studio in the Recreation Center. Chairs of graduate programs will be assembled there to personally assist the student with their hoods and to congratulate the graduate student.

## **Diplomas**

All diplomas will be mailed to graduates on/or about **February 10, 2012**. No diplomas will be distributed before this time. Each graduate will receive a diploma cover from President Antonucci during the commencement ceremony.

Fitchburg State University is authorized by the Massachusetts Department of Higher Education to award the following baccalaureate degrees: Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Education; and the following masters and CAGS degrees: Certificate of Advanced Graduate Study, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education, Master of Science in Applied Communications, Master of Science in Computer Science, Master of Science in Counseling, and Master of Science in Nursing. Your diploma will indicate the appropriate degree and will also identify your major.

Your name will be engraved on your diploma as you indicated on your commencement application. The diplomas are proofread before being distributed; however, if the university overlooks a spelling error during proofreading, the university will pay the expense of a new diploma. If your name is misspelled, return the diploma to the Registrar's Office before **Friday, February 24** indicating the correction and your current mailing address. All diploma corrections will be sent to the engraver at one time. If an incorrect degree is not returned by **February 18**, we cannot guarantee if and when a new degree will be printed because of the time constraints of our contract with the diploma engraver. Your corrected diploma will be mailed first class to the address you give us. You can expect the corrected diploma in four to six weeks after **February 24**.

## Caps and Gowns

Participation in the ceremony requires that a cap, gown, and hood be worn. These items are available in the university bookstore in the lobby of Hammond building. Items can be purchased individually—the cost for the entire package is \$58 for undergraduates and \$64 for graduate students. Undergraduate caps and gowns are green, graduate caps and gowns are black. The hood distinguishes the institution from which the wearer is graduating and the degree being awarded. It is lined with the official colors of the university, and the color of the velvet binding indicates the area of study. Tassels should fall to the right of the mortarboard. The week of graduation the bookstore will be open Monday–Thursday (1/23–26) 8:30 a.m.–6:30 p.m. and Friday, commencement day from 8:30 a.m. to 6:30 p.m. Caps and gowns will be available in the bookstore beginning December 12. Please contact the bookstore directly with any questions concerning academic regalia at (978) 342-2229.

## Invitations

Enclosed in this mailing are four complimentary invitations for the commencement ceremony. The invitations are for the graduates to use as they choose. Seating for guests is first come, first served. This means that **no tickets or invitations will be required** for your guests to gain admittance to the commencement ceremony.

## Snow Plan

In the event of inclement weather, the ceremony will be postponed until **Saturday, January 28 at 2:00 p.m.**

The decision to postpone the ceremony will be made on **Friday, January 27**. Therefore, listen to radio stations WPKZ (1280/AM) Fitchburg, WXLO (104.5/FM) Worcester, WBZ (1030/AM) Boston, or WXPL (91.3/FM) the Fitchburg State University radio station, for weather-related changes regarding the ceremony. Announcements will also be made on television news programs; WBZ Storm Center (News 4), WCVB-TV (News 5), and WHDH-TV (News 7).

Announcements will also be made via voicemail, e-mail and the Fitchburg State University Web site, [www.fitchburgstate.edu](http://www.fitchburgstate.edu). A recorded announcement will be made via the university's cancellation/announcement hotlines at (978) 665-4003 and (978) 665-4004.

## Parking

The directions to the campus and the designated parking lots for the Winter Ceremony are enclosed. Guests should park in either the Intermodal Center parking garage, which has been reserved for this event, or the North Street or Green Street lots. Two shuttle buses will be in operation between the Intermodal Center parking garage and the Recreation Center between **5 p.m. and 9 p.m.** Parking attendants provided by the university will be stationed at the Intermodal Center parking garage to welcome guests.

## Graduates and Guests with Disabilities

If you are graduating this year and you or one of your guests have a disability the Office of Disability Services will be pleased to make the appropriate arrangements to accommodate any needs you may have. Please complete the attached form (Page 7) and return it to the Office of Disability Services no later than **Friday, January 13, 2012**, so that appropriate arrangements can be made for seating and parking. All requests will be reviewed and an authorization pass to seating and/or parking will be sent to the address you provide. There will be no access to either parking or seating if a pass is not presented on graduation day. One person will be permitted to sit with the guest in the disability seating section.

A sign language interpreter will be available for graduation. Deaf guests who need priority seating to view the interpreter must make prior arrangements with Disability Services for reserved seating. For individuals who are hearing impaired, an assistive listening device can be arranged. Those who will need an FM receiver should indicate this on the attached form and one will be reserved.

Large print and Braille copies of commencement programs can be made as long as requests are received by **January 13, 2012**.

## Photographs

During the ceremony, access to the stage area for picture taking or videotaping by guests will be prohibited. Please relay this information to your guests. Family and friends can take photographs of you before the ceremony begins. Your picture also will be taken by a professional photographer as you receive your diploma cover and congratulations from President Antonucci. The photographer will be contacting you in writing at your home address with specifics on ordering photographs and the cost. Do not deal with any photography company that telephones you; these callers are not sanctioned by the University. Accept only mail information addressed to you specifically at your home address. The contract for graduation photographs has been awarded to Commencement Photos Inc., 1348 Main Street, Tewksbury, MA 01876.

## ORDER OF THE MARCH

This is the order of march. Please share this information with your guests.

### Certificate for Advanced Graduate Study

- Educational Leadership and Management
- Interdisciplinary Studies

### Master of Arts

- Biology
- English
- History

### Master of Arts in Teaching

- Biology
- English
- History
- Mathematics

### Master of Business Administration

- Accounting
- Human Resources Management
- Management

### Master of Education

- Arts Education
- Curriculum & Teaching
- Early Childhood Education
- Educational Leadership and Management
- Elementary Education
- Middle School Education
- Occupational Education
- Science Education
- Secondary Education
- Special Education
- Technology Education

### Master of Science

- Applied Communications
- Computer Science
- Counseling
- Nursing

### Bachelor of Arts

- Biology
- English Studies
- Geography/Earth Systems Science
- History
- Interdisciplinary Studies
- Mathematics
- Political Science
- Psychological Science
- Sociology

### Bachelor of Science in Education

- Early Childhood
- Elementary
- Middle School
- Special Education
- Technology Education

### Bachelor of Science

- Biology
- Business Administration
- Communications Media
- Computer Information Systems
- Computer Science
- Criminal Justice
- Economics
- English
- Exercise and Sports Science
- Geography/Earth Systems Science
- History
- Human Services
- Industrial Technology
- Interdisciplinary Studies
- Mathematics
- Nursing
- Occupational Education
- Political Science
- Psychological Science
- Sociology
- Vocational Education

# GRADUATES OR GUESTS WITH DISABILITIES

## Disability Services Commencement Request for Accommodations

### Disability and Medical Condition Information

Fitchburg State University is committed to providing access and reasonable accommodations for individuals with disabilities and medical conditions. Graduating students can request disability accommodations for either themselves or their guests. To ensure that your request is processed in a timely manner, please submit this form requesting accommodation no later than **January 14**.

### Contact Information

Name of Guest: \_\_\_\_\_

Name of Graduate: \_\_\_\_\_

Graduate       Undergraduate

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Accommodations Required

- No stairs
  - Assisted listening device
  - Alternate format program: \_\_\_\_\_
  - Other (please describe): \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Wheelchair space
  - Sign language interpreter

Please provide any additional information that would assist us in providing accommodations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*No more than one person will be allowed to sit with you in the reserved seating section.*

## Parking Information

Do you need a parking pass for handicap parking?

Yes     No    If, yes please provide the following...

Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

RMV Handicap Placard #: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Where would you like the parking and seating passes sent?

(Please list address, if different from the address on the front of this form)

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*If you have any additional questions regarding this accommodation process,  
please contact Cristy Guy at (978) 665-4020 (Voice/Relay)  
or cguy1@fitchburgstate.edu (e-mail).*

## 2012 COMMENCEMENT DVD ORDER FORM

Proceeds benefit the FATV and Fitchburg State University  
Robert Wilson Memorial Scholarship

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\$15 per copy**

*Shipping and handling: \$2 for the first copy, \$1 for each additional copy*

Quantity / Description	Cost	Totals
_____ Winter Commencement	x \$15 each =	\$ _____
_____ Graduate Commencement	x \$15 each =	\$ _____
_____ Undergraduate Commencement	x \$15 each =	\$ _____
Shipping Charges: _____ 1 at \$2 plus _____ at \$1 each =		\$ _____
	Total Enclosed:	\$ _____

Please send this form along with check or money order to:

Fitchburg State DVD  
Fitchburg Access Television  
175 Kimball Street  
Fitchburg, MA 01420

To order using Master Card, Visa, or Discover by phone call (978) 343-0834.