



## **Winter Commencement Ceremony Information Booklet**

**FRIDAY, DECEMBER 17, 2021**





160 Pearl Street  
Fitchburg, MA 01420-2697  
Tel 978.665.4643  
www.fitchburgstate.edu

Dear graduate,

On behalf of the entire university community, I'm pleased to extend my congratulations and best wishes in these days leading up to commencement. This occasion marks the culmination of a great deal of hard work on your part, and we look forward to celebrating this accomplishment with you in December.

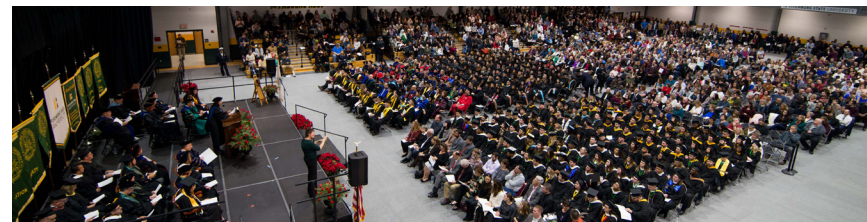
The commencement ceremony is scheduled for **Friday, Dec. 17 at 6:30 p.m.** in the Athletics and Recreation Center. In the following pages you will find additional details about the night's event and the support services we will have in place to create a memorable occasion for you and your guests.

As the ceremony approaches, please check your email and visit the Fitchburg State homepage, where we will be posting any updates or amendments to the plans outlined in this booklet. In the event we need to reschedule the ceremony because of weather, that decision will be posted on the university homepage by the morning of Friday, Dec. 17.

Congratulations again, and good luck with the remainder of the semester.

Sincerely,

Richard S. Lapidus  
President



## ACTION ITEMS:

### ■ Clearance for Graduation and Confirmation of Attendance

To confirm you have been cleared to participate in graduation as well as to indicate if you will attend, please log in to your Web4 account. Click on **Student, Student Records**, then **View Graduation Application**. You should be able to see your attendance record in the Attend Ceremony field.

It is essential that we know the exact number of students attending the ceremony. If you will not be able to attend, please contact the Registrar's Office by Friday, December 3 at 978-665-4196 or email [registrar@fitchburgstate.edu](mailto:registrar@fitchburgstate.edu).

### ■ Important Reminders

If you took courses at another university, transcripts must be received in the Registrars Office by Friday, Jan. 7.

All unresolved obligations such as library fines, student loans, unpaid bills, and residence hall damages must be settled before an official transcript can be issued.

### ■ Caps and Gowns

Caps and gowns will be available for purchase through the bookstore in Hammond Hall and online, beginning Tuesday, Nov. 2. The cost for the entire package is \$68 for bachelor's, \$70 for master's and \$72 for CAGS. The sleeves of the gown indicate the degree the individual has completed. The bachelor's degree has long, pointed sleeves, while the master's has oblong sleeves, open at the wrist, with the front part cut in an arc. The hood distinguishes the institution from which the wearer is graduating and the degree being awarded. The bookstore hours for the week of graduation are: Monday and Tuesday, 9 a.m. – 6 p.m.; Wednesday and Thursday, 9 a.m. – 4:30 p.m.; and Friday 9 a.m. – 3 p.m. Please contact the bookstore directly with any questions concerning academic regalia at 978-665-4026.

### ■ Diplomas

All diplomas will be mailed to graduates in January 2022 to be placed in the diploma cover you receive at the ceremony. Your name will be engraved on your diploma as you indicate on your commencement application. Care is taken to accurately produce your diploma. In the event we make a mistake, promptly contact the Registrar's Office and a corrected one will be issued.

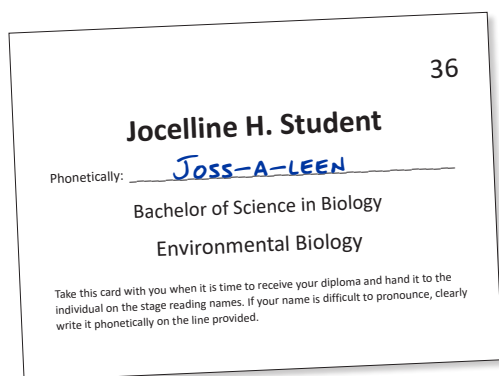
### ■ Tickets and Accommodation Requests See pages 3 and 4.

## CEREMONY INFORMATION:

### ■ Commencement Ceremony Schedule

Commencement is scheduled for **Friday, Dec. 17 at 6:30 p.m.** There is no rehearsal. **Please arrive at the Athletics and Recreation Center no later than 5:45 p.m.** Volunteers will be available to assist you. The ceremony will be approximately two hours long.

The guests' seating area will open at 4:30 p.m. Graduates will be lined up alphabetically within their division and major. Your name will be read as you cross the stage to receive your diploma cover from President Lapidus. Graduate students will be hooded by the deans on stage prior to receiving their diploma cover. You will be given an index card on which your name has been typed. If you have a name that is difficult to pronounce, please provide the phonetic spelling. Please do not lose this card! When you approach the platform, this card will be handed to the reader. 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. Please return to your seat promptly upon exiting the stage.



Commencement can also be viewed streaming online by going to **fitchburgstate.edu** and clicking on Commencement 2021.

### ■ Parking

Directions to the campus and designated parking lots for the ceremony can be found at **fitchburgstate.edu/commencement**. Shuttle buses will be in operation between the Intermodal Center parking garage and the Athletics and Recreation Center from 5 to 9 PM.

### ■ Commencement Ceremony and Falcon Graduation Walk

In compliance with Fitchburg State University policy, masks are required for the Winter Commencement Ceremony. The celebration will be a ticketed event at the campus Recreation Center. A maximum of three guest tickets will be available to each graduate. **More information for acquiring tickets will be sent through email.**

Remote viewing locations will be made available during the ceremony for additional guests, in addition to the live stream for off-campus viewers.

In addition to the Winter Commencement ceremony, Fitchburg State has organized the Falcon Graduation Walk, a fun, hands-on opportunity for those who want to take photos with family and friends as you near the conclusion of your studies.

The Falcon Graduation Walk is an optional event. It will be held in the Recreation Center, 130 North Street, on Wednesday, Dec. 15 and Thursday, Dec. 16, from 5 to 8 p.m. For this event, there is no limit on how many family members can attend. Wear your cap and gown, or go casual. It's your choice! Your family will announce your name as you cross the stage. More information on how to register for the Falcon Graduation Walk will be sent through email.

### ■ COVID-19 Protocol Requirements

We are committed to preserving the health and safety of our community members and guests. Masks are required indoors for all Fitchburg State University events. **All guests attending the commencement ceremony must also complete the university's COVID-19 attestation form.** Guests will find the attestation form on the bottom of the ticket. Alternatively, guests may print and bring completed forms to the event. No guest will be allowed to enter without presenting a completed attestation form, either electronically or in hard-copy.

**PLEASE NOTE** that guests not able or willing to comply with the attestation requirements will not be permitted to attend the Commencement ceremony.

Thank you for your assistance.

### ■ Graduates and Ticketed Guests with Disabilities

Graduates and ticketed guests who have a disability can request accommodations through the Disability Services Office. To request accommodations, please complete the online form found at **fitchburgstate.edu/disabilityaccommodations** by Monday, Dec. 6, 2021. **PLEASE NOTE** that the accommodation request is separate from the event ticket. All requests will be reviewed, and seating and/or parking passes will be mailed to the address provided on the form. The event will be captioned live online at **fitchburgstate.edu/captioning**. The ceremony will be ASL interpreted. Please contact Disability Services at 978-665-4020 to discuss seating near the ASL interpreter.

Large print and Braille copies of the commencement program are available with advance notice. Guests with a disability are allowed to have one additional guest seated with them in the accessible seating area.

### ■ Photographs/DVD Recording

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. A professional photograph will be taken as you receive your diploma cover and congratulations from the President, and a free 5x7 print will be mailed to your home address courtesy of the Fitchburg State University Alumni Association.

DVDs and Blu-ray discs of the entire ceremony will be available for purchase through Fitchburg Access Television. Please contact them directly at 978-343-0834 to order a ceremony DVD or Blu-ray disc. The cost is \$16 for a DVD or \$21 for Blue-ray, plus shipping.



## ACADEMIC HONORS AND HOODS:

### ■ Academic Honors - Undergraduates

Academic honors are awarded to undergraduates based on a minimum of 45 semester hours of courses taken at Fitchburg State University.

**Cum Laude** – 3.2 or higher GPA

**Magna Cum Laude** – 3.5 or higher GPA

**Summa Cum Laude** – 3.8 or higher GPA

Honors designation in the commencement program will be based upon the student's cumulative grade point average at the time of program production. All undergraduate students who are eligible for honors will receive honors medallions to wear with their commencement robes. Students with honors will pick up their medallions the evening of commencement at the Athletics and Recreation Center.

Final honors status will be determined by the Registrar and will be identified on your final transcript and diploma.

Students completing their graduation requirements in the Fitchburg State University Honors Program will have their thesis listed in the commencement program.

### ■ Hood Color by Division

#### ARTS & SCIENCES

Communications Media – White

Criminal Justice – White

Economics – Copper

English Studies – White

Game Design – White

History – White

Human Services – White

Interdisciplinary Studies – White

Political Science – Light Gold

Sociology – White

#### EDUCATION

Education – Light Blue

#### BUSINESS & TECHNOLOGY

Business Administration – Drab

Computer Information Systems – Golden Yellow

Computer Science – Golden Yellow

Industrial Technology – Golden Yellow

Occupational/Vocational Education – Light Blue

Technology Education – Light Blue

#### HEALTH & NATURAL SCIENCES

Biology – Golden Yellow

Chemistry – Golden Yellow

Earth Systems Science – Golden Yellow

Exercise & Sports Science – Golden Yellow

Geographic Science & Technology – Golden Yellow

Mathematics – Golden Yellow

Nursing – Apricot

Psychological Science – Golden Yellow

## IMPORTANT CONTACT INFORMATION:

Commencement Website: [fitchburgstate.edu/commencement](https://fitchburgstate.edu/commencement)

Registrar: 978-665-4196

Academic Affairs: 978-665-3168

Graduate & Continuing Education: 978-665-3182

Bookstore: 978-665-4026

Alumni: 978-665-3025

Campus Police: 978-665-3111

Disability Services: 978-665-4020



Dear Class of 2021,

Congratulations on your upcoming graduation from Fitchburg State! When you walk off stage, you become a lifelong member of the Alumni Association.

As you take your next steps in life, embarking on a career or continuing your education, you will do so with the support of the 49,000-member Fitchburg State University Alumni Association. The association has a proud tradition of serving the university and its graduates. Alumni throughout the country form the lifeline of the university, and the involvement of graduates is vital to the growth and betterment of the institution.

At Fitchburg State you receive far more than just a world-class education. Being an alumnus/a entitles you to a wide range of benefits and services both on and off campus. In addition, the Alumni Association provides each graduate with a gift from commencement—your photo with Dr. Lapidus as you cross the stage. Remember to visit [fitchburgstate.edu/alumni](https://fitchburgstate.edu/alumni) to update your alumni information, view upcoming events, and more.

Again, congratulations. I wish you great success in all of your future endeavors and hope that you will return to your alma mater often.

Sincerely,

A handwritten signature in black ink, reading "Tanya Hoos Crowley".

Tanya Hoos Crowley, MS '21

Director of Alumni and Family Relations



160 Pearl Street ■ Fitchburg, MA 01420-2697

Important commencement information inside!