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. I know the event will mark the culmination of a great deal of hard work on your part, and I look forward to celebrating the accomplishment in May.

You probably know that the ceremony is scheduled for **Thursday, May 19, at 6:30 p.m.** in the Athletics and Recreation Center. What you may not be aware of are the many specifics—and services—that will insure a memorable day for you and your family.

For example, while 6:30 p.m. is the official start time, the academic processional actually gets underway at 6:20 p.m. Concerned about capturing the moment? Professional photos, DVDs and Blu-ray discs will be available. Need a large print or Braille copy of the program? Just let us know.

So read on and make your plans. And don’t forget to check your email and the university website regularly between now and graduation.

Sincerely,

Richard S. Lapidus
President
- **Candidates for Graduation**
  It is essential that we know the exact number of students attending the ceremony. Please confirm your attendance for the May Commencement ceremony by going to [fitchburgstate.edu/graduationreqs](http://fitchburgstate.edu/graduationreqs). Please click on the “View attendance list: May 2016” and make certain your name is listed if you plan to attend. You do not need to do anything further 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, April 29 at 978-665-4196 or registrar@fitchburgstate.edu.

- **Clearance for Graduation**
  You may attend the commencement ceremony if you have filed a graduation application with the Registrar’s Office and been cleared for graduation. You can check your graduation status by going to the Registrar’s web page at [fitchburgstate.edu/graduationreqs](http://fitchburgstate.edu/graduationreqs).

- **Important Reminder**
  If you took courses at another university, transcripts must be received by May 21, 2016.
**Caps and Gowns**

All caps and gowns can be purchased through the bookstore in Hammond Hall beginning April 18, 2016. The cost for the entire package is $55. The hood distinguishes the institution from which the wearer is graduating and the degree being awarded. Tassels should fall to the right of the mortarboard. The bookstore hours for the week of graduation are: Monday through Wednesday, 8:30 a.m. to 6 p.m.; Thursday 8:30 a.m. to 6:30 p.m.; Friday 8:30 a.m. to 3 p.m.; and Saturday 8:30 a.m. to 2 p.m. Please contact the bookstore directly with any questions concerning academic regalia at (978) 665-4026.

**Hood Color by Division**

**ARTS & SCIENCES**
- Applied Communication – White
- Arts Education – Light Blue
- Counseling – White
- History - White
- English Studies – White
- Interdisciplinary Studies – White

**BUSINESS & TECHNOLOGY**
- Business Administration – Drab
- Computer Science – Golden Yellow
- Occupational Education – Light Blue
- Technology Education – Light Blue

**EDUCATION**
- Curriculum and Teaching – Light Blue
- Early Childhood Education – Light Blue
- Educational Leadership and Management – Light Blue
- Elementary Education – Light Blue
- Middle School Education – Light Blue
- Secondary Education – Light Blue
- Special Education – Light Blue

**HEALTH & NATURAL SCIENCES**
- Biology – Golden Yellow
- Nursing – Apricot
- Science Education – Light Blue
Commencement Ceremony Schedule

Commencement is scheduled for **Thursday, May 19 at 6:30 p.m.** in the Athletics and Recreation Center. Please arrive no later than 5:45 p.m. to line up for the ceremony. Volunteers will be available to assist you upon arrival.

There is no commencement rehearsal. Commencement Marshals will be available to assist you during the ceremony. The ceremony will last approximately an hour and a half.

Seating areas for guests will open at 4:30 p.m. Commencement can also be viewed streaming online by going to [fitchburgstate.edu](http://fitchburgstate.edu) and clicking on Commencement 2016.

The processional will begin promptly at 6:20 p.m. Please arrive no later than 5:45 p.m. in the Athletics and Recreation Center. Graduates will be lined up according to division and then by major (graduates will be lined up alphabetically within majors). Marshals will be on hand to assist with the lineup. The area where graduates line up will be congested. Accordingly, guests will not be allowed to enter this area. There is no designated area for robing, so please arrive in your cap and gown. Please carry your hood over your left arm.

As you line up, you will be given an index card on which your name and line number has been printed. If you have a name that is difficult to pronounce, please provide the phonetic spelling. **Please do not lose this card!**

When you cross the stage, please hand your name card to the reader and you will then be hooded by the dean of graduate and continuing education and your division dean. The chair of your program will lead the graduates across the stage and present them to the president. Your name will be read as you cross the stage to receive your diploma cover from President Lapidus. Please return to your seat promptly upon exiting the stage.
President’s Reception

President Lapidus will hold a reception for graduates, guests, and faculty in the Athletics and Recreation Center following the ceremony. All are invited. Please take this opportunity to say farewell to faculty and friends.

Diplomas

All diplomas will be mailed to graduates the week of June 6. Each graduate will receive a diploma cover only during the commencement ceremony. No diplomas will be distributed before this time.

Your name will be engraved on your diploma as you indicated on your commencement application. Care is taken to accurately produce your diploma. In the event we made a mistake, promptly return your diploma to the registrar’s office before June 13 indicating the correction and your current mailing address. Your corrected diploma will be issued within two weeks following the June 13 deadline.

Parking

Directions to the campus and designated parking lots for the ceremony can be found at fitchburgstate.edu/commencement. Guests should park in either the Intermodal Center parking garage, which has been reserved for the event, or the North Street or Green Street lots. Shuttle buses will be in operation between the Intermodal Center parking garage and the Athletics and Recreation Center between 5 p.m. and 9 p.m. Scan with your smartphone to enter Fitchburg State’s GPS coordinates and map your trip.
Graduates and Guests with Disabilities

Graduates and any guests who have a disability can request accommodations through the Disability Services Office. The ceremony will be ASL interpreted for deaf guests. Please complete the enclosed form and return it to the Disability Services Office by Friday, April 29. All requests will be reviewed, and seating and/or parking passes will be mailed to the address provided on the form.

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.

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. The photographer will be contacting you in writing at your home address with specifics on ordering additional photographs and the cost. Any photography company that telephones you is not sanctioned by the University. Accept only mail 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.

DVDs or Blu-ray discs of the entire ceremony will be available for purchase through Fitchburg Access Television. Information on ordering discs can be found later in this brochure.
Graduate Commencement
Disability Services Request for Accommodations

Graduates 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 accommodations no later than Friday, April 29 to:

Disability Services, Fitchburg State University, 160 Pearl St., Fitchburg MA 01420
Fax: 978-665-4786 | E-mail: aernst2@fitchburgstate.edu

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

CONTACT INFORMATION

Name of Guest: ________________________________________________________________
Phone: ___________________________ E-mail Address: ________________________________

Name of Graduate: _____________________________________________________________
Phone: ___________________________ E-mail Address: ________________________________

ACCOMMODATIONS REQUIRED

☐ No stairs
☐ Wheelchair space
☐ Assisted listening device
☐ Sign language interpreter
☐ Alternate format program: ______________________________________________________

☐ Other (please describe): ______________________________________________________

________________________________________________________________________

PARKING INFORMATION

Do you need a parking pass for handicap parking?  ☐ Yes  ☐ No

If, yes please provide the following...

Vehicle Information: Make: ________________________ Model: ________________________
                                                                         Color: _____________________ State: ______________________

RMV Handicap Placard #: ______________________ License Plate #: ______________________

Where would you like the parking and seating passes mailed to?

Name: ______________________________________________________________________

Street/PO Box: ______________________________________________________________________

City/State/Zip: ______________________________________________________________________
Please provide any additional information that would assist us in providing accommodations:

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If you have any additional questions regarding this accommodation process, please contact Ambray Ernst: (978)665-4020 or aernst2@fitchburgstate.edu.
2016 Commencement DVD/Blu-ray Order Form
Proceeds benefit the FATV and Fitchburg State University
Robert Wilson Memorial Scholarship

Name: ____________________________________________

Street Address: ________________________________________________

City: ______________________________ State: __________ Zip: __________

Phone Number: __________________________________________________

DVD $16 per copy / Blu-ray $21 per copy (includes MA state sales tax)
Shipping and handling: $2 for the first copy, $1 for each additional copy

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TOTAL ENCLOSED: $ ____________

Please send this form along with check or money order to:
FSU DVD/Blu-ray
Fitchburg Access Television
175 Kimball Street, Fitchburg, MA 01420

To order using Master Card, Visa, or Discover by phone call (978) 343-0834.
Dear Class of 2016,

Congratulations on your upcoming graduation from Fitchburg State! When you walk off stage with your diploma, 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 42,000 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 received 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 www.support.fitchburgstate.edu 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,

Emily Austin-Bruns
Director of Alumni Relations
Important Contact Information

Commencement Website: fitchburgstate.edu/commencement

Registrar — 978-665-4196
Academic Affairs — 978-665-3168
Graduate and Continuing Education — 978-665-3182
Bookstore — 978-665-4026
Alumni — 978-665-3025
Campus Police — 978-665-3111
Disability Services — 978-665-4020