

2013 UNDERGRADUATE COMMENCEMENT CEREMONY

**Sunday, May 19, 2013 at 9:30 a.m.
Outside on Bellarmine Lawn**

BACCALAUREATE MASS

You and your family and friends are also invited to join the University Community for the Baccalaureate Mass that will be held in Alumni Hall at 4 p.m. on Saturday, May 18, 2013.

FREQUENTLY ASKED QUESTIONS

In an attempt to anticipate some of the questions that you may have regarding the 2013 Commencement events for undergraduate students, we have provided the answers to a list of frequently asked questions. It is hoped that you will find it helpful as you make your preparations. If you have any questions that are not answered here, you will find several telephone numbers that you may call for assistance.

WHERE ARE THE INDOOR & OUTDOOR LOCATIONS?

To view our campus map: http://www.fairfield.edu/about/about_map.html

Outdoor Location

The 63rd Commencement Ceremony is scheduled to be held on Bellarmine Lawn. Commencement, if at all possible will be held outdoors, even in drizzle or light rain, so please come prepared with appropriate rain gear.

Indoor Location

In the case of severe and dangerous weather, officials may choose to move the ceremony indoors, where it would be held at Alumni Hall with satellite broadcast locations in various campus buildings.

CHANGES TO CEREMONY LOCATION:

Any delays or cancellations will be communicated via the website at <http://www.fairfield.edu>. Information will also be placed on www.fairfield.edu/commencement

HOW MAY TICKETS BE PROCURED?

Degree candidates may pick up tickets in the Registrar's Office in the Kelley Center from 8:30 a.m. until 5:30 pm. during the week of **April 22 to 26, 2013**. Each degree candidate may pick up a maximum of five tickets for the outdoor Commencement exercises. Two of these outdoor tickets will be special indoor tickets valid for two guests only for indoor exercises. Outdoor exercises will be held on Bellarmine Lawn. Indoor exercises, only in the case of severe and dangerous weather, will be held at Alumni Hall. This rain location allows the University to respond to the wishes of seniors that classmates are together in a rain site.

Students are reminded to safeguard their tickets. Lost tickets will not be replaced. No admittance to any Commencement location will be allowed without a ticket.

WHERE DO I PICK UP MY ACADEMIC ATTIRE?

Academic attire that undergraduate degree candidates ordered from their degree application cards may be picked up in Canisius Hall Room 1 on **Tuesday, May 14th** from 12 p.m. to 6 p.m. and one hour before the ceremony on May 19th, also in Canisius Hall Room 1.

ARE THERE ANY SPECIAL ARRANGEMENTS FOR GUESTS WITH PHYSICAL DISABILITIES?

Fairfield University encourages persons with disabilities to participate in its programs and activities. There will be several indoor locations with live video streaming of Commencement ceremonies located around campus available for guests with physical disabilities or who would prefer indoor seating. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact the Department of Public Safety at (203) 254-4090 or in Loyola Hall, Ground Floor, Room 2, between **May 1 and May 10** for special arrangements.

HOW MAY I OBTAIN A COMMENCEMENT PROGRAM FOR THE UNIVERSITY'S 63rd COMMENCEMENT?

Commencement programs will be distributed by student ushers at the entrance to Bellarmine Terrace or, in the event of severe and dangerous weather, at the entrance to Alumni Hall.

WHO IS THE COMMENCEMENT SPEAKER FOR THE UNDERGRADUATE CEREMONIES?

This announcement is usually made in mid-April.

HOW MUCH TIME WILL THE CEREMONY TAKE?

The ceremony usually runs two hours.

WHEN SHOULD GUESTS PLAN ON ARRIVING IN FAIRFIELD?

Most families arrive early Saturday in order to take part in both the Saturday and Sunday programs.

WHEN SHOULD WE PLAN ON LEAVING FAIRFIELD?

Since graduates usually depart from Fairfield on Monday afternoon, families and guests are free to leave according to their own schedules.

WHEN WILL UNIVERSITY HOUSING CLOSE?

The University Townhouse Complex, Village Apartments, Dolan, etc. will officially close at noon on Monday, May 20.

WHAT ABOUT PARKING?

For the Baccalaureate Mass on Saturday, guests of the graduates are free to park in any of the designated lots on campus.

Travel to the University on the morning of Commencement is extremely slow because of heavy traffic. Ample time should be allowed for reaching the campus, especially from Exit 22 on the Connecticut Turnpike (I-95) and from Exit 44 on the Merritt Parkway.

For Commencement, family and friends of graduates will have the entire parking area on campus except for reserved parking areas in the Canisius Hall parking lot and in the Bellarmine Hall lots.

WILL THERE BE PRINTED ANNOUNCEMENTS AVAILABLE FOR GRADUATES TO SEND TO RELATIVES AND FRIENDS?

For those interested, beginning January, 2013 personalized announcements of graduation will be available through Jostens at 1-800-854-7464, ext. 7121 or online at www.Jostens.com. Graduates will receive information directly from Jostens.

HOW DO I ORDER A COPY OF *THE MANOR*, THE FAIRFIELD UNIVERSITY YEARBOOK?

Your son/daughter should have ordered a yearbook by having a senior picture taken by our yearbook photographer in October of the Fall 2012 semester. For an additional copies, please call Student Affairs at (203) 254-4000, ext. 2378. The cost for the additional yearbooks TBD.

WHAT ABOUT SENIOR WEEK ACTIVITIES FOR STUDENTS?

At the end of March 2013, your son/daughter will receive The 2013 Senior Week Schedule outlining all activities planned by the Senior Week Committee under the direction of the Office of Conference and Event Management.

IS THERE SPACE AVAILABLE ON CAMPUS FOR A PRIVATE RECEPTION DURING COMMENCEMENT WEEKEND?

No. Because of the many events already taking place on campus, we are unable to offer space for private functions. We would suggest that you contact a local restaurant or hotel.

WHAT ABOUT HOTEL RESERVATIONS?

There is a wide selection of hotels within two to ten miles of the campus. It is **strongly recommended** that you make reservations as soon as possible to ensure space. A hotel list is available:

http://www.fairfield.edu/about/about_hosp.html

WHAT ABOUT CAMPUS HOUSING?

Rooms in a campus residence hall are made available to families of graduating students at a reasonable rate and requires you to complete and return a reservation form and payment. Information pertaining these campus accommodations are posted below.

IMPORTANT PHONE NUMBERS

Office of Conference and Event Management.....(203) 254-4000, ext. 3288

For information about Senior Week activities as well as the most up-to-date information regarding Commencement.

University Registrar(203) 254-4288

For information about graduation tickets, and cap and gowns and diplomas.

Dean's Offices

For information about a student's status in fulfilling degree requirements.

College of Arts and Sciences(203) 254-4000 ext. 2227

Charles F. Dolan School of Business.....(203) 254-4070 ext.3244

School of Engineering.....(203) 254-4147

School of Nursing(203) 254-4000 ext. 2701

Student Accounts(203) 254-4000, ext. 2165

For information on student financial accounts.

Jostens (after Jan. 1, 2013)(800) 854-7464, ext. 7121

For information about personalized graduation announcements.

Public Safety (after May 1, 2013).....(203) 254-4090

For emergencies or information regarding parking for physically disabled.

COMMENCEMENT HOUSING RESERVATIONS

The Senior Week 2013 Committee invites you and your family to spend graduation weekend on campus for the evening of **Saturday, May 18, 2013**. There are a limited number of rooms available in the residence halls for families of graduating seniors. The costs of the rooms are \$100 per room for double occupancy and \$75 per room for single occupancy. The cost includes linens and blankets. The rooms are located in traditional residence halls and are furnished with two twin-size beds. Each floor has two public lavatory facilities, one for men and one for women.

Reservations are accepted on a first-come, first-served basis. Due to limited availability, you are encouraged to make your reservations early. **Reservations will be accepted through Wednesday, May 1, 2013**, provided that there are rooms still available. If you are interested in making a reservation, please complete the reservation form online at <http://www.fairfield.edu/comhousing>

Only checks and credit cards are accepted. Please make checks payable to Fairfield University. Checks will not be deposited and credit cards will not be charged until after commencement. Reservation forms may be faxed to **(203) 254-4151**. Please contact the Office of Residence Life with any questions you may have regarding on-campus housing accommodations. The office phone number is **(203) 254-4215**.