

April 2014

## **MESSAGE FROM THE OFFICE OF PUBLIC SAFETY**

### **To all 2014 Commencement Participants – Undergraduate and Graduate Students**

To make safety, comfort, and the process of parking on campus the day of Commencement as delay-free as possible, the following are important and helpful guidelines to share with your family and friends attending this wonderful event.

#### **Arrive Early!**

The heaviest volume of traffic arrives in the half hour prior to the start of Commencement. Please instruct your guests to arrive before 9 a.m.

- Vehicles traveling northbound on I-95 should use the Round Hill Road Exit #22 and enter campus through the northwest (Jogues Hall) gate
- Vehicles traveling southbound on I-95 should use the North Benson Road Exit #22 and enter campus through the south (Barlow Road) gate
- Vehicles traveling from either direction on the Merritt Parkway (CT Route 15) should take Exit #44 and enter campus through the main entrance or Fairfield Prep entrance, both on North Benson Road

#### **Follow Officers' Directions**

To direct the flow of traffic, certain roads on campus will be closed before the ceremony. University Public Safety and Fairfield Police officers will be directing all vehicles to parking areas. Your patience and cooperation will be greatly appreciated.

Important: Roadways must remain accessible for emergency vehicles. Vehicles found parked in fire lanes, or blocking any campus gates or roadways, will be subject to being towed at owner's expense.

#### **Campus Commencement Map and Parking Lot Designations**

There is a special [Campus Commencement Map](#) available that provides the locations of Commencement parking lots as well as inside locations for viewing Commencement ceremonies live from video screens. This map will be available to visitors on shuttle buses from the parking lots.

#### **Handicapped Parking**

Handicapped parking is limited around campus, with only 26 spaces available in a special reserved lot near Bellarmine Hall during Commencement only. This lot is accessible with Fairfield University Commencement handicapped permits only. These permits will not be mailed. Graduates may pick up a permit for a relative at Public Safety beginning May 1, 2014 after completing the necessary form.

Public Safety officers will allow those visitors with elderly or disabled family members to be dropped off in front of Bellarmine Hall up until 9 a.m. for the Undergraduate Ceremony and until 2:30 p.m. for the Graduate Ceremony. The driver will then need to park in general parking areas as directed. Shuttle buses are on continuous loops and available for transport throughout the day.

#### **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 prefer indoor seating.

A wheelchair accessible platform is available at the Commencement site on a first come, first served basis. These guests may be accompanied by only one (1) family member and are strongly advised to arrive early. Commencement tickets are required for seating in this special area. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact Public Safety at (203) 254-4090 or in Loyola Hall, Ground Floor, Room 2, between May 1 and May 10 for special arrangements.

### **Shuttle Buses Available**

Shuttle buses will be available for rides from all signed parking areas to a drop-off near the Commencement location. Shuttles will also provide rides back to the lots after the ceremony. Please remember the name and/or number of the parking lot.

### **Inclement Weather Plans and Indoor Viewing of Ceremonies**

Come prepared for inclement weather as every attempt will be made to hold the ceremony outdoors. In the event of severe weather, Commencement will be held indoors at Alumni Hall and each undergraduate student will have two (2) indoor guest tickets and each graduate student will have five (5) tickets, which must be presented to gain entry. There are also many locations around campus with high quality, live video viewing of the Commencement ceremonies (see [Campus Commencement Map](#) for inside locations.)

If Commencement is held indoors, that decision will be broadcast starting at 6 a.m. on Sunday, May 19. Each graduate will receive a message to their cell phone via our StagAlert emergency notification system, and full details will be posted on [www.fairfield.edu](http://www.fairfield.edu), digital signage in the Barone Campus Center, and the recording on the University's main phone line, (203) 254-4000. Additional information can be found at [www.fairfield.edu/commencement](http://www.fairfield.edu/commencement).

The Department of Public Safety congratulates you on your accomplishment. We will do everything possible to make the 64th Commencement weekend a wonderful and memorable occasion for everyone.