

# CT STATE NAUGATUCK VALLEY CAMPUS



## **CONGRATULATIONS ON YOUR ACADEMIC ACHIEVEMENT AND TO BE THE FIRST CLASS TO GRADUATE FROM CT STATE!!!**

The following information is separated into five (5) different sections. **Please read all the following sections carefully.**

**Section 1: Cap and gown pickup**

**Section 2: Guest tickets and requesting extra tickets**

**Section 3: Instructions for the day of the ceremony**

**Section 4: Parking**

**Section 5: GradImages (photos)**



### **Section 1: CAP & GOWN PICKUP – Follett Bookstore**

The cap & gown distribution will be held at our **Follett Bookstore, Student Center, 3<sup>rd</sup> Floor.**  
(Please note this is a new location this year)

#### **Dates for Pickup:**

Thursday	May 2, 2024	9am – 7:00pm
Friday	May 3, 2024	9am – 6:00pm

- **Please be sure to try on your gown at the bookstore to confirm it fits.** Do not wait until the day of the ceremony.
- Caps and gowns are **NOT** available for pick up on graduation day.
- Students earning an **AA or AS degree** with a minimum 3.4 GPA at the end of **FALL 2023** will receive a yellow honor cord at cap/gown pickup. (**Not applicable for certificates**)
- Members of **PTK** who wish to purchase additional regalia should contact their advisor below **as soon as possible** to place your order. These items are available only through him.

**Advisor for PTK: John Harding 203-596-8763 K604**

- You may designate a person to pick-up and sign for your cap and gown/tickets.

**See next page for more information**  
**regarding guest tickets**



## **Section 2: GUEST TICKETS – Student Center Prism Lounge** **(take the elevator in front of the bookstore to the 5<sup>th</sup> floor)**

- Your guest tickets will be distributed the same day and time you pick up your cap/gown **along with the opportunity to request extra tickets if they become available** (see below).
- We will be distributing two (2) guest tickets per graduate.
- Graduation guest tickets are determined based on the total number of students walking during the 2024 ceremony by the April 15th deadline for applications.
- Tickets will be available on a first-come, first-serve basis when you pick up your cap and gown, so plan to pick up early.
- **Extra ticket requests will not be taken prior** to the date you pick up your cap and gown.
- **Please use the QR Code provided when you pick up your original guest tickets.**
- You may designate a person to pick-up and sign for your cap and gown/tickets. Please provide them with your student ID# and email address so that we may contact you if your extra ticket request can be honored.
- An email will be sent to your college email address after everyone has picked up their cap & gown **if** we can honor your request for the extra tickets.
- Graduates do not need a ticket.
- Guests that require handicap seating need to contact Karen Blake, Commencement Coordinator, at 203-575-8269 during ticket pickup.
- Seating at the Palace is odd/even so please do not switch tickets; they are grouped so that your guests are seated together.
- **NOTE:** Due to fire code regulations, **a ticket is required** for admission, **including infants and small children.**
- Children are not allowed in the graduation area; they must arrive with your guest(s).

**See next page for information**  
**regarding the actual ceremony**



## **Section 3: Commencement 2024 Ceremony**

**Date:** Wednesday, May 22, 2024  
**Time:** 2:00 P.M.  
**Place:** Palace Theater  
**Location:** 100 East Main Street, Waterbury, CT

**Graduates:** **Report at 12:00 P.M. Promptly** - park in the Scovill Street garage and use the stage door on Brook Street to enter the Palace (not the main entrance to the theater).

**Guests:** **1:30 P.M.** - Seating begins inside the theater. Guests arriving at 2pm or later will have to wait until the procession has concluded before seating is allowed.

**Guests:** Use only the front entrance to the theater (100 East Main Street).

**Ceremony:** **2:00 P.M.** - Commencement promptly begins

**NOTE:** There is no place to store valuables during the ceremony (i.e., large purses, cameras, etc.), so please bring only what is necessary that will fit under your seat. Also, please wear comfortable shoes as there is standing involved.

### **Physical Disabilities**

**Graduates:** Contact Vince McCann, Campus Disability Coordinator, 203-596-8608

**Guests:** Contact Karen Blake, Commencement Coordinator, 203-575-8269

**This will ensure that adequate space is provided.**

**Arrangement deadline: Monday, May 10, 2024 (no exceptions)**

- All participants are required to wear the traditional royal blue gown, mortarboard and tassel provided by the college.
- Facilities will be available at the Palace to robe when you arrive at 12:00 p.m.
- **Please remember a ticket is required for admission, including infants and small children.** Also, children are not allowed in the graduation area; they must arrive with your guest(s).
- **Diplomas:** You will receive a diploma cover as you cross the stage during the ceremony. Your actual diploma will be available for pickup within eight weeks (approx.).
- **Pictures:** Photographs will be taken by **Grad Images**, a professional photographer, during the ceremony. They will contact you directly regarding purchasing your photos.
- **Flowers:** Fresh flowers will be available for purchase in the lobby of the theater the day of graduation. Flowers are available for pre-order by clicking the following link:

<https://www.thecommencementgroup.com/naugatuckvalley/>

**NOT PERMITTED INSIDE THE THEATER:** alcoholic beverages, smoking of any kind (including electronic cigarettes) and balloons.

**Unacceptable behavior** will not be tolerated and may result in removal from the ceremony.

**See next page for information regarding parking**



## **Section 4: Parking**

**Free Parking:** Graduates/Guests: **Scovill Street** parking garage. All other areas may charge.

### **Directions to Scovill Street (Student/Guest)**

#### **From Route 8 North/South:**

- At exit 31, follow signs toward I-84 East (Hartford)
- At exit 22, take ramp right toward Baldwin St / Downtown Waterbury
- Turn left onto S Main St
- Take second right onto Scovill Street
- Entrance to Scovill Street Garage is on your left

**NOTE: There are Green/Yellow signs to Event Parking at Palace**

#### **From 1-84 East:**

- At exit 22, take ramp right toward Baldwin St / Downtown Waterbury
- Turn left onto S Main St
- Take second right onto Scovill Street
- Entrance to Scovill Street Garage is on your left

**NOTE: There are Green/Yellow signs to Event Parking at Palace**

#### **From 1-84 West:**

- At exit 22, take ramp right for Union Street toward Downtown Waterbury
- At the end of exit go straight onto Brass Mill Drive (thru light)
- At second light, turn left onto East Main St
- At second light, turn left onto South Elm
- At light, turn right onto Scovill Street
- Entrance to Scovill Street Garage is on your right

**NOTE: There are Green/Yellow signs to Event Parking at Palace**

**NOTE: due to limited parking availability, please see the alternate parking options at:**

**[www.waterburyparking.com](http://www.waterburyparking.com)**

**See next page for photo information**

**Note: Please see below for information regarding purchasing pictures the day of the ceremony. All contact must be done thru them, not CTState Naugatuck Campus. Thanks!**

### **GradImages Information**

GradImages® is proud to support one of the biggest moments in a graduate's life: walking across the stage and into the next chapter. With over 40 years of experience, we understand the importance of this moment and the desire to preserve these memories for a lifetime. Finding your graduate's photos after the ceremony is easy. Visit [www.GradImages.com](http://www.GradImages.com) to view and purchase custom photo products like prints, plaques, specialty gifts, and more.

You can also pre-register your contact information using the direct link below. Upon completion, you will receive a coupon code for 20% off an order of \$50 or more.

<https://www.gradimages.com/registration/Register?ClientID=101655&OccasionRef=192702>

If you have any questions or concerns regarding your photos, please contact our Customer Service Department at (800) 261-2576, online at [www.gradimages.com](http://www.gradimages.com), or email [ecc.giservice@gradimages.net](mailto:ecc.giservice@gradimages.net). We have a large team of customer care representatives ready to help graduates and family members with anything they may need.