



NAUGATUCK VALLEY COMMUNITY COLLEGE

Commencement 2016

Date: Thursday, May 26, 2016
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 (see enclosed directions).

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 will be allowed.
Guests use only the front entrance to the theater (100 East Main Street).

Ceremony: **2:00 P.M.** – Commencement begins

NOTE: There is no place to store valuables during the ceremony (i.e. large purses, cameras, etc.), so please only bring what is necessary that will fit under your seat.

Physical Disabilities

Graduates: Contact Laurie Novi, Coordinator of Disability Services, 203-575-8035

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

This will ensure that adequate space is provided.

Arrangement deadline: Monday, May 16, 2016 (no exceptions)

Free Parking:

Graduates/Guests: Scovill Street parking garage (see enclosed directions)

NOTE: due to limited parking availability, please see the alternate parking options at: www.waterburyparking.com



Graduate Information:

Cap and gown pick up/guest tickets: *We will be distributing two (2) guest tickets per graduate. Graduation guest tickets are determined based on the total number of students walking at the 2016 graduation. They will be distributed when you pick up your cap/gown. A wait list will be kept for extra tickets during this time if they become available. Make sure you sign up for your extra tickets at this time. **Please note: Graduates do not need a ticket.** Seating at the Palace is odd/even so please do not switch tickets; they are grouped 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 other side for more information)

(Cap & gown information continued)

Dates for Pickup:

Thursday	May 5, 2016	9am – 7:00pm
Friday	May 6, 2016	9am – 7:00pm



Location: **Room - S518** - Located in the Prism Lounge Area of the Joseph Cistulli Student Center

Please note: 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.

You may designate a person to pick-up and sign for your cap and gown/tickets. Please provide them with you student ID# and email address for your extract ticket request.

All participants are required to wear the traditional black gown, mortarboard and tassel provided by the college. (Student earning an AA or AS degree with a minimum 3.4 GPA at the end of Fall will receive a yellow honor cord at cap/gown pickup. **Not applicable for certificates**)

PLEASE NOTE: Members of **PTK and/or ABG** who wish to purchase additional regalia specific to their honor society should contact their advisor below as soon as possible to place your order. These items are available only thru Professors Bage or Kaufman.

Advisors for:

ABG: Robin J. Bage 203-596-8786 E525
PTK: Lisa Kaufman 203-596-2111 K604

Facilities will be available at the Palace to robe when you arrive at 12:00 p.m.

If there are any problems with your graduation attire, please contact Alberta Thompson at 203-575-8229, Room S514 **immediately**. Do not wait until the day of the ceremony.

Caps and gowns are **NOT** available for pick up on Commencement day.

Diplomas: You will receive a diploma cover as you cross the stage during the ceremony. Your actual diploma will be mailed to you within six to eight weeks. Please contact the Records Office with any questions at 203-575-2177.

Pictures: Photographs will be taken by Grad Images, a professional photographer during Commencement. 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.thecommentgroup.com/naugatuck/>

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.

