

# *Frequently Asked Graduation Questions*

## **When is the commencement ceremony?**

Sunday, June 3, 2012 at 1:30 p.m.

## **What are the Charter Oak State College school colors?**

The school colors are green and white.

## **How do I order my cap and gown?**

All students who earn their degrees between July 2011 and March 31, 2012 and those **who plan to graduate in May, 2012** will receive cap and gown ordering information in an e-mail in March, **if they have submitted a graduation application by the February 29, 2012 deadline.**

You must purchase a gown, cap and tassel in order to participate in the ceremony. Caps, gowns are black and tassels are green and white. Cost is \$30. A \$10 late fee is added for attire ordered after the deadline.

## **What is the deadline for ordering the cap and gown?**

To receive the proper size gown, orders must be received **no later than Sunday, April 15, 2012.** There is a \$10 late fee for orders received after that date

## **Where and when do I get my cap and gown?**

Your cap and gown will be sent to Charter Oak State College. You will be directed to meet on the campus of Central Connecticut State University at **12:30 p.m. the day of the ceremony** to receive your cap and gown.

## **If I earned honors will I receive an honors cord?**

Only those students who earned their degree between July 2011 and May 2012 and have earned honors will receive a gold honors cord when they **participate** in the ceremony and will have honors indicated in the program.

If you choose to participate and **HAVE NOT COMPLETED DEGREE REQUIREMENTS**, honors cannot be calculated by the time of the commencement ceremony. **If you do participate and have honors confirmed when you complete requirements**, the cord will be mailed to you with your diploma. Your name with honors will be included in next year's program as you will officially be a member of that graduating class and if you request a copy of the 2012-2013 program we will mail it to you next June.

## **How should the cap and tassel be worn?**

The cap should be placed squarely on the top of your head (not the back) and the tassel should be placed to the **RIGHT** side of the cap.

## **What if I don't plan to attend the ceremony; can I order a tassel?**

Yes, graduates will have the opportunity to purchase a commemorative 2012 green and white tassel. Cost in \$5.00.

### When will I receive the graduation invitation?

Students who graduate on July 31, 2011, September 30, 2011, November 30, 2011, January 31, 2012, March 31, 2012 and May 31, 2012 are considered members of the Class of 2012. In **April of 2012** you will receive an invitation to the graduation ceremony, brunch and reception. The packet will include directions to the ceremony and a reservation card for the brunch

There is no limit to the number of guests who may attend the ceremony, but the brunch is limited to the first 220 reservations.

### What is the “brunch?”

Graduates and their guests will have an opportunity to attend a brunch that begins at **11:15 a.m.** (and ends at 12:30 p.m.) the morning of the commencement ceremony. The cost is \$14.00 per adult (**including the graduate**) and **seating is limited to 220 graduates and their guests.**

If you are interested in attending, please make your reservations as soon as possible by contacting Linda Larkin at 860-515-3841 or [llarkin@charteroak.edu](mailto:llarkin@charteroak.edu). **The reservation deadline is Friday, May 25th.** **If you prefer to make your reservation on-line and pay with a credit card you may do so at <http://www.charteroak.edu/brunch>**

### Where can I stay if I’m coming from out of state?

Charter Oak State College has made arrangements for a special room rate at the Farmington Courtyard by Marriott for those who plan to attend the ceremony. Mention Charter Oak in order to receive a special per night rate. **You must reserve by May 25th!** For reservations call 800-321-2211 or go to [www.marriott.com/bdlhf](http://www.marriott.com/bdlhf) enter your reservation (special rate applies only to Saturday night, June 2 and Sunday night, June 3). Click the “Special Rates and Awards” link. Then in the box marked *Group Code*: enter **COCCOCA** for a king size bed.

**Note:** There is no bus service from the Marriott to CCSU on Sunday, but taxi service is available.

Valley Cab 860-675-6040 or 860-673-4250 or 860-232-9730 provides 7 day service to and from Bradley International Airport at a cost of approximately \$65. You **MUST** make advance reservations and they accept all major credit cards. They also provide local cab service.

Taxi service is also available from ground transportation service coordinators located at counters on the lower level curbside of Terminal A and next to baggage reclaim area two in Terminal B. Taxis are normally available 7 a.m. to midnight. Outside these hours, taxis can be called from airport phones or hailed from the curb outside baggage reclaim.

Bus: *Connecticut Transit* (tel: (860) 525 9181) runs buses between the Old State House in Hartford and the airport. *Valley Transporter* (tel: (413) 253-1350) offers a door-to-door shuttle service running hourly from both terminals; desks are located in the baggage reclaim areas of both terminals. *Thomas Transport* (tel: (603) 352 -5550) also offers a scheduled shuttle service from the airport. For more information on bus services, call the *Connecticut Bus Association* (tel: (860) 272 9955).

*Avis, Budget, Hertz* and *National* are all represented at the airport. The car park is located next to long-term car park 3 and is served by shuttle buses running from the terminals, daily 24 hours.

### What about my guests?

There is no limit to the number of guests you may bring to the ceremony and no tickets are required. Your guests should enter the Welte Auditorium through the front doors. We recommend that you ask one of your guests to hold any items you don’t want to worry about during the ceremony such as a purse or jacket.

### **What is the reception following the ceremony?**

After the ceremony, a reception will be held for all graduates and their guests. Light refreshments will be served.

### **Will my name appear in the program?**

If you have earned your degree between July 2011 and May 2012 your name will be in the program. If you choose to participate and **HAVE NOT COMPLETED DEGREE REQUIREMENTS**, your name will appear in the program **ONLY IF YOU INDICATE AT LEAST TWO WEEKS PRIOR** to the June 3rd ceremony that you wish to participate. Your name will also be included in next year's program as you will officially be a member of that graduating class, and if you request a copy of the 2012-2013 program we will mail it to you next June.

### **Where is the ceremony held?**

The ceremony is scheduled for Sunday, June 3, 2012 in the Welte Auditorium on the campus of Central Connecticut State University in New Britain, Connecticut (across the street from Charter Oak State College). Directions and a map are included with your graduation invitation.

### **Where do I park?**

Parking is available behind Welte Auditorium, the Welte Auditorium garage, the Student Center and in the Student Center parking garage. [http://www.ccsu.edu/campus\\_map/Default.htm](http://www.ccsu.edu/campus_map/Default.htm)

### **What time should I arrive for the ceremony?**

Graduates are asked to arrive at **12:30 p.m.**

### **What time does the ceremony end?**

Between 3:00 and 3:30 p.m. Graduation is usually 1.5 hours and no more than 2 hours.

### **What if I or my guests have a disability?**

If you or your guests require special seating arrangements or are hearing impaired, contact Linda Larkin at 860.515.3841 or [llarkin@charteroak.edu](mailto:llarkin@charteroak.edu) to **make special arrangements NO LATER THAN FRIDAY, MAY 18, 2012.**

### **What about photographs?**

The ceremony will be broadcast over the Internet and Island Photography will also take individual photographs of each graduate. The proof will be **e-mailed** to you within 5 to 7 days following the ceremony.

Island Photography will take pictures of each graduate as they cross the stage. If you would like to receive a direct link to the photos, visit <http://orders.islandphoto.com/Apps/RegisterGraduates.aspx> to register. You may register several emails to allow all of your friends and family to receive a direct link to this event. Images will be posted within 72 hours of the ceremony. All inquiries should be made to Island Photography at (800) 869-0908.

The ceremony will be Web cast on the World Wide Web. This will allow family members or friends who cannot attend, see you graduate. The link to this **real time broadcast** will be found on the College's Web site at [www.charteroak.edu](http://www.charteroak.edu).

### **When do I receive my diploma?**

Your diploma will be mailed to you approximately 6-8 weeks following the ceremony.