A Guide for Graduates

~ UB Commencement 2016 ~

Saturday, May 7, 2016
10:00 AM

Webster Bank Arena at Harbor Yard
600 Main Street
Bridgeport, CT
**TABLE OF CONTENTS**

**Commencement Day Preparation**
- Congratulations to All Graduates .......................................................... 2
- Graduation Requirements ........................................................................ 3
- Commencement Packet ............................................................................ 3
- Tickets ..................................................................................................... 4
- Commencement Reader Card ................................................................ 4
- Guest Tickets ......................................................................................... 4
- Academic Regalia .................................................................................. 5
- Distribution of Caps and Gowns ............................................................ 5
- Academic Degree Colors ...................................................................... 6
- Awards and Honor Ceremonies .............................................................. 6

**Commencement Day**
- Commencement Schedule ................................................................... 8
- Assembly ............................................................................................... 9
- Assembly by Schools ........................................................................... 9
- Academic Procession ........................................................................... 10
- Ceremony Instructions ......................................................................... 11
- Graduate Seating at the Arena ............................................................. 11
- Academic Recession ........................................................................... 14

**Event Access**
- Transportation ..................................................................................... 14
- Directions to the Webster Bank Arena at Harbor Yard ....................... 14
- Directions to the University of Bridgeport .......................................... 15
- Shuttle Bus .......................................................................................... 15
- Walking Distance ................................................................................ 15
- Arena and Campus Parking ................................................................. 15
- Airport Transportation ......................................................................... 15

**Miscellaneous**
- Accommodations ................................................................................ 16
- General Information about the Arena .................................................. 17
- Memorabilia ........................................................................................ 17
- Alumni Association Information .......................................................... 17
- Photos .................................................................................................. 18
- Career Services Center ....................................................................... 18
- Insurance Information for Graduates .................................................. 18
- Personal Alarm Locator ...................................................................... 18
- Frequently Asked Questions ............................................................... 19
CONGRATULATIONS TO ALL GRADUATES!

Congratulations on achieving this important milestone!

The University of Bridgeport will be celebrating its One Hundred and Sixth Commencement Ceremony in May. It will be celebrated in two separate events.

Conferral of Degrees for the undergraduate and graduate candidates from the School of Arts and Sciences, Ernest C. Trefz School of Business, School of Education, School of Engineering, Shintaro Akatsu School of Design, College of Public and International Affairs, Physician Assistant Institute, School of Nursing and undergraduates in the Fones School of Dental Hygiene Degrees will take place on Saturday, May 7, 2016 at 10:00 a.m. in the Webster Bank Arena at Harbor Yard, 600 Main Street, Bridgeport, CT.

This venue will enable everyone to graduate together with family and friends present (rain or shine) and allow for wonderful photo opportunities (thanks to the tiered seating). We hope the information contained in this guide will assist you and your family in planning for this year’s Commencement Ceremony.

Conferral of Degrees for the Health Sciences’ graduate candidates from the Acupuncture Institute, Fones School of Dental Hygiene, Human Nutrition Institute, College of Chiropractic and College of Naturopathic Medicine Degrees will take place on Sunday, May 8, 2016 at 11:00 a.m. in the Arnold Bernhard Arts and Humanities Center, André and Clara Mertens Theater, 84 Iranistan Avenue, Bridgeport, CT. Information will be sent to all Health Sciences candidates under separate cover.

Please read the following information carefully.

If you submitted a late application for graduation, you may still be eligible to participate in the Ceremony. Guest tickets maybe available April 21, 2016 – April 25, 2016 if there are unclaimed tickets.

Please include your School/College in all correspondence.
GRADUATION REQUIREMENTS

All students who would like to participate in Commencement Exercises and be included in the Ceremony Program MUST meet the following criteria by the date specified:

- Application for Commencement is online through webadvisor.
- Application for graduation MUST have been received by the Registrar’s Office no later than March 15, 2016. Please make an appointment with your academic advisor to review your record prior to submitting the application online through your webadvisor account.

Once your diploma is available, you will receive an e-mail in your UB e-mail account asking you to verify the mailing address and offering you the option of picking up your diploma in person. Processing takes approximately 20-30 days after your graduation date.

- All students who received Federal Direct Loan or Federal Perkins loans MUST complete Exit Interview by April 28, 2016. The Federal Direct Exit Interview is available online at www.studentloans.gov. The Perkins Exit Interview is online at www.uasexit.com. Students can review their individual loan information by logging www.nslds.gov – Financial Aid Review.

- Graduation Fee of $150.00 MUST be paid. Contact Student Financial Services. If you have questions, call 203-576-4568, or e-mail: sfs@bridgeport.edu.

- All outstanding balances owed to the University must be paid in full before the Office of the Registrar will release any diploma to the student. Contact Student Financial Services. If you have questions, call 203-576-4568, or e-mail: sfs@bridgeport.edu.

- All candidates will receive this commencement packet in the mail, if they completed their application on line by March 15 and have a current address on file.

COMMENCEMENT PACKET

This Guide for Graduation is a part of your Commencement Packet and has been prepared for all candidates wishing to participate in the Commencement Ceremony and have a current address. The Commencement Packet includes the following:

One (1) Guide for Graduation
Four (4) Generic Graduation Announcements
One (1) Readers Card

All addresses are received from the Registrar’s Office. If you do not receive your Commencement Packet, Please contact ubcommencement2016@bridgeport.edu. Packets may be picked up In Person at the Office of Special Events, Room 229, John J. Cox Student Center if you have applied after the deadline or have a wrong address.
TICKETS

A Commencement link has been set up on the University of Bridgeport’s Home Page located at the bottom of the page that will guide candidates through the process of ordering their tickets online.

The University of Bridgeport has contracted with an outside vendor; University Tickets. Please login to Bridgeport.edu/tickets for all Commencement tickets. All tickets for Commencement will be available online. Tickets will not be available on campus. Please watch for updates on instructions to order all tickets. A computer and printer has been dedicated for graduation candidates to request their tickets in the Office of Special Events, John J. Cox Student Center, Room 229 and the UB Bookstore from April 5 – 30, 2016, 9:00a.m. – 4:00p.m.

Please note to order tickets for commencement, candidates must use their University of Bridgeport login (Email address: name@my.bridgeport.edu)

Commencement Tickets will not be available until April 5, 2016. All graduation candidates must print out the confirmation page for admittance to the Webster Bank Arena at Harbor Yard assembly area. The confirmation page will enable the school marshals/commencement aides to place you in the proper order for the ceremony. Please verify the confirmation page for accuracy. If you applied for Commencement after the deadline there is not any guarantee that guest tickets will be available. If there are any unclaimed guest tickets they will be available to late applicants April 21 – 25, 2016.

Commencement Reader Card

All graduation candidates must have a Commencement Reader Card for the announcement of their name at the ceremony. This is for when you walk across the stage Please complete the card in full. Island Photo will also use this information for your photo that you are under no obligation to purchase. For correct pronunciation of your name, please legibly record the correct phonetic pronunciation of your name on the line provided. If you do not provide this information, your name may not be pronounced correctly.

Guest Tickets

ALL GUESTS ARE REQUIRED TO HAVE A TICKET, including children. EACH CANDIDATE WILL RECEIVE UP TO FOUR GUEST TICKETS that must be ordered online at Bridgeport.edu/tickets from University Tickets. Tickets must be requested by the graduation candidates using their Bridgeport login. If you do not need all four tickets, PLEASE only order the number of tickets that you need so that others may enjoy them. If you do not request your guaranteed commencement tickets by April 19, 2016 they will redistributed to other students and no longer available for you. EXTRA TICKETS (up to an additional four (4) tickets) will be available on a first come, first serve basis starting on April 26, 2016 at 9:00 a.m.

You must log back onto University Tickets and request Extra tickets. Please do not telephone or email the Special Events Office for tickets. All tickets will be handled through University Tickets. Special Events will assist if you have obtaining your ticket.
ACADEMIC REGALIA

The Regalia worn at Commencement is steeped in Academic History. In this regard only academic honor cords or pins from honor societies that are recognized at the University of Bridgeport may be worn at the ceremony. Sashes, Large Pins or any other Cords will not be permitted, as a result of the large number of requests that we have received and University Policy. These “extras” that capture your unique spirit and contribution to the university may be worn following the ceremony or for pictures prior to the ceremony. Your cap and gown order was included in the graduation application that you have already completed and submitted to the University. Please note that the cost of your cap, gown and hood are not included in your graduation fee and must be purchased directly from UB’s Bookstore.

Please bring cash, Visa or Master Card to purchase your cap and gown. Please check your merchandise at the time of purchase. Remember to ask about UB’s key chains and diploma frames.

If you wish to have your regalia mailed to you, you must make arrangements directly with the UB Bookstore no later than April 25, 2016. Shipping and handling fees will be charged. You may call 203-576-4804 for more information. Prices below do not include tax.

<table>
<thead>
<tr>
<th>Degree</th>
<th>CAP &amp; GOWN</th>
<th>HOOD</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Degree</td>
<td>$41.00</td>
<td></td>
<td>$41.00</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>$41.00</td>
<td>$28.00</td>
<td>$69.00</td>
</tr>
<tr>
<td>Master Degree</td>
<td>$42.00</td>
<td>$30.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>Doctorate</td>
<td>$96.00</td>
<td>$37.00</td>
<td>$133.00</td>
</tr>
</tbody>
</table>

Order Form Doctoral Candidates Only

LASTNAME: ______________________________ FIRST NAME: ______________________________
EMAIL: ___________________________________ HEIGHT _______________WEIGHT ______________
DEGREE ______________________________________________________________________________

Color will not be guaranteed after April 15, 2016

Distribution of Caps and Gowns

Caps and gowns will be distributed at the UB Bookstore. The distribution schedule is:

<table>
<thead>
<tr>
<th>DAYS</th>
<th>DATES</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>April 18, 25</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 12, 19, 26</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 13, 20</td>
<td>9:00 a.m. – 7:00 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 14, 21</td>
<td>9:00 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>April 15, 22</td>
<td>9:00 a.m. – 4:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 23, 30</td>
<td>10:00 a.m. – 12:00 noon</td>
</tr>
<tr>
<td></td>
<td>May 7</td>
<td>8:00 a.m. – 10:00 a.m.</td>
</tr>
</tbody>
</table>

The University of Bridgeport Bookstore is in John J. Cox Student Center, Lower level. Driving directions are as follows: Proceed south on Park Avenue to Atlantic Street and turn left. At the stop
sign, turn right onto Myrtle Avenue. Before the gated area turn left into parking lot. Bookstore is in the rear of the John J. Cox Student Center. An entrance is located at the bottom of steps. The correct regalia style or color for the undergraduate or graduate candidate’s degree cannot be guaranteed after April 22, 2016.

**Academic Degree Colors**

Different academic degree colors and trim width on academic hoods are listed below:

<table>
<thead>
<tr>
<th>DEGREE</th>
<th>HOOD COLOR AND TRIM WIDTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate of Arts (A.A.)</td>
<td>N/A</td>
</tr>
<tr>
<td>Associate of Science (A.S.)</td>
<td>N/A</td>
</tr>
<tr>
<td>Bachelor of Science (B.S.)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Bachelor of Arts (B.A.)</td>
<td>White</td>
</tr>
<tr>
<td>Bachelor of Fine Arts (B.F.A.)</td>
<td>Dark Brown</td>
</tr>
<tr>
<td>Bachelor of Music (B.M.)</td>
<td>Pink</td>
</tr>
<tr>
<td>Master of Science (M.S.)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Master of Science (M.S.) Dental Hygiene</td>
<td>Lilac</td>
</tr>
<tr>
<td>Master of Business Administration (M.B.A.)</td>
<td>Brown</td>
</tr>
<tr>
<td>Master of Science (M.S.) Education</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Master of Arts (M.A.) – EAPRS –</td>
<td>Dark Blue</td>
</tr>
<tr>
<td>Master of Arts (M.A.) – GMCS –</td>
<td>Crimson Red</td>
</tr>
<tr>
<td>Sixth Year Education</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Doctorate in Education (Ed.D.)</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Doctorate in Philosophy</td>
<td>Royal Blue</td>
</tr>
</tbody>
</table>

The satin lining of the hood represents academic institution attended; the school colors for the University of Bridgeport are purple and white. Tassels on caps are worn on the right and are moved to the left when degrees are conferred.

**Academic Honors Ceremonies**

Each School/College will host an Honor Ceremony. A letter will be sent to those students who will be receiving academic awards. The Ceremonies are open to all students and their guests. Please note and respect those ceremonies that can be attended by invitation only. (See page 8)

Please contact your respective school for additional information regarding its Ceremony:

- School of Arts and Sciences 203-576-4271
- Ernest C. Trefz School of Business 203-576-4385
- Shintaro Akatsu School of Design 203-576-4034
- School of Education 203-576-4192
- School of Engineering 203-576-4111
- Fones School of Dental Hygiene 203-576-4138
- IDEAL Program 203-576-4800
- College of Public and International Affairs 203-576-4966
- Physician Assistant Institute 203-576-2400
- School of Nursing 203-576-4142

All candidates, parents and guests are invited to attend any of the Honors’ Ceremonies unless otherwise noted.
AWARDS AND HONOR CEREMONIES

April 21, 2016
4:00 p.m. – 6:30 p.m. Student Leadership Recognition Banquet
Location: John J. Cox Student Center, Social Room

April 28, 2016
4:00 p.m. – 6:00 p.m. Shintaro Akatsu School of Design Senior Show
Location: Arnold Bernhard Arts and Humanities Center, Schelfhaudt Gallery

April 29, 2016
6:00 p.m. – 9:00 p.m. IDEAL Award Ceremony*
School of Continuing and Professional Studies
Location: John J. Cox Student Center, Social Room

April 30, 2016
3:00 p.m. – 4:00 p.m. Masters of Professional Studies in Design Management Presentations
Location: Arnold Bernhard Arts and Humanities Center, Henry and Jeanne Littlefield Recital Hall
4:00 p.m. – 6:00 p.m. Shintaro Akatsu School of Design Honors’ Ceremony*
8th Annual SASD Alumni Event
Location: Arnold Bernhard Arts and Humanities Center, Schelfhaudt Gallery

May 5, 2016
5:00 p.m. – 8:00 p.m. Counseling Award Ceremony* – School of Arts and Science
Location: Arnold Bernhard Arts and Humanities Center
Reception at Schelfhaudt Gallery

6:30 p.m. – 8:00 p.m. ASCD Student Award Banquet* – School of Education
Location: Arnold Bernhard Arts and Humanities Center, Mr. and Mrs. Henry B. duPont, III Tower Room

*By Invitation only

Honors Convocations
Arnold Bernhard Arts and Humanities Center
84 Iranistan Avenue, Bridgeport, Connecticut

May 6, 2016
10:30 a.m. – 12:30 p.m. Phi Kappa Phi, Honor Society Induction Ceremony*
Location: Arnold Bernhard Arts and Humanities Center, Clare and André Mertens Theater

11:30 a.m. – 12:30 p.m. Honors Convocation, School of Arts and Sciences
Location: Arnold Bernhard Arts and Humanities Center, Henry and Jeanne Littlefield Recital Hall

12:30 p.m. – 6:00 p.m. Alumni and Honors Reception
Location: Arnold Bernhard Arts and Humanities Center, Schelfhaudt Gallery
All candidates will receive a free Alumni Pin.
1:00 p.m. – 3:00 p.m.  Honors Convocation, College of Public and International Affairs  
*Location: Arnold Bernhard Arts and Humanities Center, Room 110

1:30 p.m. – 3:00 p.m.  Ernest C. Trefz School of Business, Honors Convocation and Delta Mu Delta  
*Location: Arnold Bernhard Arts and Humanities Center, Mr. and Mrs. Henry B. duPont, III Tower Room

2:00 p.m. – 4:00 p.m.  Honors Convocation, School of Engineering  
*Location: John J. Cox Student Center, Social Room

3:30 p.m. – 5:30 p.m.  UPE Ceremony  
*Location: Arnold Bernhard Arts and Humanities Center, Room 113

4:00 p.m. – 5:30 p.m.  Pinning Ceremony, Fones School of Dental Hygiene  
*Location: Arnold Bernhard Arts and Humanities Center, Clare and André Mertens Theater

5:00 p.m. – 7:00 p.m.  MBA Reception  
*Location: Ernest C. Trefz School of Business Lobby

May 7, 2016

12:00 noon – 6:00 p.m.  Senior Show Reception for SASD Graduating Seniors and their Families*  
*Location: Arnold Bernhard Arts and Humanities Center, Schelfhauudt Gallery

*By Invitation only

COMMENCEMENT SCHEDULE

9:00 a.m.:  Arrival/Assembly time...BE ON TIME!
9:30 a.m.:  All candidates must be assembled with their School/College (in order first by degree, then alphabetically) on the first floor of the Parking Garage at the Arena, with caps and gowns.
9:35 a.m.:  Candidates will begin their procession.
10:00 a.m.: Main ceremony begins.
12:15 p.m.: Conclusion of Ceremony and Recessional.

Arrival

➤ All rules and security regulations of the Arena apply to all participants in the Commencement Ceremony.
➤ All candidates and guests will be stopped at the doors for a security check.
➤ Candidates enter the first floor of the Parking Garage next to the Arena.
➤ Candidates: follow the balloons!!

Guests are not permitted in the Assembly area. Helium balloons are not permitted in the Arena.

NOTHING MAY BE BROUGHT INTO THE ASSEMBLY AREA. THIS MEANS NO CAMERAS, TELEPHONES, POCKETBOOKS, COFFEE, ETC. NOTHING.
Assembly

Assembly will take place on the first floor of the Parking Garage. Upon arrival, Candidates will be checked in using their Guest Ticket Confirmation. All candidates will be directed to their School/College for designated line placement. In the assembly area, the College/School Marshal/Commencement aides will direct Candidates.

Please don't move from your assigned space! Keep aisles clear at all times!

Assembly by Schools

Line order for Fones School of Dental Hygiene, School of Arts and Sciences, School of Education, Shintaro Akatsu School of Design and Ernest C. Trefz School of Business.

Line order for College of Public and International Affairs, Physician Assistant Institute, School of Nursing and School of Engineering (separate entrance)
Please refer to the Arena diagram on page 12 for additional processional information.

Academic Procession

Marshal/Commencement Aides for each School or College will be in the assembly areas to assist candidates. Your space in line corresponds to your seat in the Arena. If you are not in line, you will not be in the right place when your name is announced. All directions are to the audience’s left and right. Please listen to the Marshals and Aides and follow their directions.

All candidates will be lined up promptly at 9:30 a.m. in the assembly area and will enter the seating area by 10:00 a.m. When the music begins, each School/College/Institute will be led in by a faculty member carrying their School/College/Institute banner. The candidates will march into the Arena in a single line, followed by the Faculty and Stage Participants. When all Stage Participants are on stage, the Ceremony will begin.

First – Fones School of Dental Hygiene will enter the Arena floor area single file through the left gate proceed to the rear of the Arena and enter into Aisle B. Proceed towards stage. Enter chairs to the right beginning in the first row of section M-3 and continue to fill each row completely before beginning the next row. Each row will have 12 chairs.

Second – College of Public and International Affairs will enter the Arena floor area single file through the right gate proceed to the rear of the Arena and enter Aisle C. Proceed towards stage. Enter chairs to the right beginning in the first row of section R-8 and continue to fill each row completely. Each row will have 14 chairs.

Third – School of Arts and Sciences will enter the Arena floor area single file through the left gate into Aisle A, proceed to the front of the Arena via Aisle A towards stage. Enter chairs to the right beginning in the first row of section L-1 and continue to fill each row completely before beginning the next row. Each row will have 14 chairs.

Fourth – School of Engineering will enter the Arena floor area in pairs through the right gate into Aisle D. At the gate Engineering candidates will split one line will proceed towards stage and enter chairs to left. The other line will proceed to the rear of the Arena Enter into Aisle C and enter chairs on the right of section R-9 and continue to fill each row completely before beginning the next row. Each row will have 14 chairs.

Fifth – School of Education will enter the Arena floor area single file through the left gate into Aisle A, proceed to the rear of the Arena and enter into Aisle B. Proceed towards stage. Enter chairs to the right beginning in section M-4 and continue to fill each row completely before beginning the next row. Each row will have 12 chairs.

Sixth – Physician Assistant Institute will enter the Arena floor area single file through the left gate into Aisle A, proceed to the rear of the Arena and enter into Aisle B. Proceed towards stage. Enter chairs to the right beginning in section M-5 and continue to fill each row completely before beginning the next row. Each row will have 12 chairs.

Seventh – School of Nursing will enter the Arena floor area single file through the left gate into Aisle A, proceed to the rear of the Arena and enter into Aisle B. Proceed towards stage. Enter chairs to the right beginning in section M-6 and continue to fill each row completely before beginning the next row. Each row will have 12 chairs.
**Eighth - Shintaro Akatsu School of Design** will enter the Arena floor area single file through the left gate into Aisle A, proceed to the front of the Arena via Aisle A towards stage. Enter chairs to the right beginning in the first row of section L-2 and continue to fill each row completely before beginning the next row. Each row will have 14 chair.

**Nineth - Ernest C. Trefz School of Business** will enter the Arena floor area single file through the left gate into Aisle A, proceed to the rear of the Arena and enter into Aisle B. Proceed towards stage. Enter chairs to the right beginning in section M-7 and continue to fill each row completely before beginning the next row. Each row will have 12 chairs. If section M-7 is at capacity, fill into the rear of section R-9.

**Ceremony Instructions**

Candidates, please watch the Marshal or Commencement Aide for instruction on when to stand. When the row in front of you moves out of the seating area into the aisle, the next row should stand and begin proceeding towards the aisle. There should not be any space between schools or colleges. **There should always be one complete line.** Refer to diagram on page 12 for procession clarification.

1. Proceed to audience left steps. See “Stage Directions” below;
2. Present your Commencement confirmation ticket to the announcer on stage;
3. Proceed to President — Receive Diploma case;
4. Shake hands;
5. Proceed to Dean;
6. Shake hands;
7. Exit down opposite steps;
8. Stop for photo;
9. Return directly to your seat and stay seated.

Any candidate who is acting inappropriately during the ceremony will be escorted out of the Arena. Some examples of inappropriate behavior include (but are not limited to) talking on cell phones or leaving seat to take pictures. If you are escorted out, you will not be permitted back in.

**GRADUATE SEATING AT ARENA**

**Seating Map**

<table>
<thead>
<tr>
<th>SCHOOL/COLLEGE</th>
<th>ARENA SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Arts and Sciences</td>
<td>L-1</td>
</tr>
<tr>
<td>Shintaro Akatsu School of Design</td>
<td>L-2</td>
</tr>
</tbody>
</table>
**SCHOOL/COLLEGE**
- Fones School of Dental Hygiene
- School of Education
- Physician Assistant Institute
- School of Nursing
- Ernest C. Trefz School of Business
- College of Public and International Affairs
- School of Engineering

**ARENA SECTION**
- M-3
- M-4
- M-5
- M-6
- M-7
- R-8
- R-9
Approach by School

**School of Arts and Sciences** will approach the stage by exiting their seats into Aisle B proceed to rear of Arena, around chairs continuing up Aisle A, proceed up left steps of stage. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section L-1.

**Shintaro Akatsu School of Design** will approach the stage by exiting their seats into Aisle proceed to rear of Arena, around chairs continuing up Aisle A, continue forward to stage via Aisle A, proceed up the left steps of stage. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section L-2.

**Fones School of Dental Hygiene** will approach the stage by exiting their seats into Aisle C, continue to rear of the Arena: proceed around seating section L-2 continue forward to stage via Aisle Proceed up the left steps. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B return to seats in section M-3.

**School of Education** will approach the stage by exiting their seats into Aisle C proceed around seating sections M-6, L-2 and continue forward to stage via Aisle A, proceed up the left steps of stage. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section M-4.

**Physician Assistant Institute** will approach the stage by exiting their seats into Aisle C proceed around seating section M-7, L-2 and continue forward to stage via Aisle A, proceed up the left steps of stage. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section M-5.

**School of Nursing** will approach the stage by exiting their seats into Aisle C proceed around seating section M-6, L-2 and continue forward to stage via Aisle A, proceed up the left steps of stage. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section M-6.

**Ernest C. Trefz School of Business** will approach the stage by exiting their seats into Aisle C and continue to the rear of the Arena: proceed around seating section M-7, L-2 and continue forward to stage via Aisle A. Proceed up the left steps. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle B. Return to seats in section M-7.

**College of Public and International Affairs** will approach the stage by exiting their seats into Aisle C, continue to rear of the Arena: proceed around seating sections M-6 and L-2 continue forward to stage via Aisle A. Proceed up the left steps. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle D return to seats in section R-8.

**School of Engineering** will approach the stage by exiting their seats into Aisle C, continue to rear of the Arena: proceed around seating sections M-6 and L-2 continue forward to stage via Aisle A. Proceed up the left steps. Follow instructions. Exit right steps and walk adjacent to the front of the stage into Aisle D return to seats in section R-9.

**GRADUATES MUST REMAIN SEATED UNTIL THE CEREMONY HAS CONCLUDED AND THE STAGE PARTY HAS LEFT.**
Academic Recession

At the conclusion of the ceremony, participants will leave in the following order: the Stage Party exits first, followed by the Faculty. The School of Arts and Science leads the left half of the Arena in the recessional followed by Shintaro Akatsu School of Design into Aisle A. Fones School of Dental Hygiene leads the middle section of the Arena, followed by the, School of Education, Physician Assistant Institute, School of Nursing and the Earnest C. Trefz School of Business, into Aisle B, exiting to the rear of the Arena and out the left gate.

College of Public and International Affairs and School of Engineering leads the right half of the Arena into Aisle C, to the rear of the Arena into Aisle D and out the right gate.

TRANSPORTATION

Directions to the Webster Bank Arena at Harbor Yard

Traveling I-95 South to Exit 27– Lafayette Blvd. Bear left going down ramp. Turn left onto Lafayette. Go under I-95, go one more block and make a left on Allen St. Take a left at the end of Allen and at the light, take your first right. The Arena is directly on your right.

Traveling I-95 North to Exit 27– Lafayette Blvd. At the bottom of the ramp, continue straight along South Frontage Rd. past Lafayette. The next street is Broad St. Go through the light and the Arena is directly in front of you.

Traveling on Route 25/8 connector, Take exit 3– Main St. South: take Follow Main St. to North Frontage Rd. Turn right on South Frontage Rd. Parking lot will be on your right. Alternate Route: Take exit 1 off the 25/8 connector, and at the bottom of the ramp, turn left. Follow Prospect St. to Lafayette St., and then turn left. Follow Lafayette St. to State St., turning right on State St. Follow directions listed for I-95 South.

Take the Train or Bus: The Bridgeport Transportation Center is only a two-block walk from the Arena at Harbor Yard. This center is serviced by the Metro North Railroad– New Haven line (800-638-7646) and Amtrak (800-872-7245). The Greater Bridgeport Transit Authority (203-333-3031) provides frequent bus service to the Arena.

*Handicapped Drop-Off: Follow signs to the Circle on South Frontage Road. Handicapped Patrons can NOT park on the circle. Handicapped Parking is available in the Garage.

Directions to The University of Bridgeport

Traveling on I-95 South, take Exit 27; bear left, parallel to I-95. You are now on South Ave. Stay left on South Ave. Continue on South Ave. to the third light. Turn left onto Myrtle Ave., and go straight approximately one-half mile to the campus. At gate, turn left into the John J. Cox Student Center secure parking area.
Traveling on I-95 North, take Exit 27; at the bottom of the ramp turn right continue straight on Myrtle Ave. one-half mile to the campus. At gate, turn left into the John J. Cox Student Center secure parking area.

From Routes 25/8 Traveling Southbound; take Exit 3 Main Street; Keep left off the exit. Go under the highway and turn left for about 100 yards – turn right onto Water Street. Parking is 1/2 mile on the left in the commuter garage.

Traveling South on Route 15; take Exit 52 (South fork) and bear left to Route 8/25 Connector. Follow above directions (traveling south) for Route 8 and 25.

Traveling North on Route 15; take Exit 49S (South) to Route 25/8 Connector. Follow above directions (traveling south) for Route 8 and 25.

Shuttle Bus
Free bus service will make round trips continuously (approximately every 15 minutes) from the University of Bridgeport’s John J. Cox Student Center Parking Lot to the Arena beginning at 8:15 a.m. until 10:15 a.m. At 12:15 p.m., free bus service will resume from the Arena to the John J. Cox Student Center. Bus service will continue until 1:30 p.m.

Walking Distance
The Arena is a fifteen-minute walk from the John J. Cox Student Center. Take a left on University Avenue to Broad Street. Take another left onto Broad Street and continue straight to the Arena.

PARKING
Arena Parking
There is plenty of free parking at the Arena garage and adjacent lots.

Campus Parking
Free, secure parking is available behind the University of Bridgeport’s John J. Cox Student Center. Shuttle transportation will be provided to-and-from the Student Center and Arena from 8:30 –10:15 a.m. and again 12:00 noon – 1:30 p.m.

Airport Transportation
We recommend that families and friends of graduating students fly into La Guardia International Airport or John F. Kennedy International Airport both located in New York City, Newark Liberty International Airport Located in Newark New Jersey or Bradley International Airport in Hartford Connecticut. The most convenient and inexpensive means of transportation to Bridgeport are the following services, which make hourly trips from airports*:
**Prime Time Shuttle** provides door-to-door service from airports to the campus (drop-off at Bodine Hall), or to the Arena or your hotel. For further information, call 1-800-REDVANS (1-800-733-8267) or visit their website at www.totheairport.com

**Connecticut Limousine** will take you to the Connecticut Limo Terminal in Bridgeport. Taxi cabs are available at the terminal to take you to your destination. For further information, call 1-800-472-LIMO (5466) or visit their website at www.ctlimo.com

### ACCOMMODATIONS

There is a wide selection of hotels within two to six miles of the campus. Below is a listing of some hotels in the area offering special commencement rate. We strongly recommend that you make reservations as soon as possible to guarantee rooms, as there are other colleges and universities in the area holding commencement ceremonies at the same time as the University of Bridgeport.

**Holiday Inn**
1070 Main Street
Bridgeport, CT 06604
203-334-1234
OR 1-800-465-4329 (toll-free)

**Motel 6 Milford**
111 Schoolhouse Road
Milford, CT 06460

**Homewood Suites by Hilton**
6905 Main Street
Stratford, CT 06614
203-377-3322
or www.stratford.homewoodsuites.com

**The Fairfield Circle Inn.**
417 Post Road
Fairfield, CT 06824
203-255-0491
or www.FairfieldCircleInn.com

**Extended Stay America**
(Shelton - Fairfield County)
945 Bridgeport Ave.
Shelton, CT 06484
Contact: Katrina Corcino
203-926-6868
or www.extendedstayamerica.com/SHL

Please contact Sales Department.

**General Information about the Arena**

**Climate:** The Graduate seating area may be set up over covered ice. It may be cold. Wear appropriate shoes. Bring a sweater.

**Smoking/Alcohol:** Webster Bank Arena at Harbor Yard is a smoke-free facility. Smoking is prohibited in all areas of the building. Smoking is permitted outside of the building behind section 113 only. Alcohol may not be brought into the Arena.

**Prohibited Items:** The following items are prohibited from Webster Bank Arena at Harbor Yard: outside food and beverages (including water bottles), chains, weapons, laser pointers, aerosol cans, illegal substances, animals, beach balls, inflatables, bull horns or noise makers, fireworks, backpacks, signs with sticks, confetti, wrapped presents, and helium balloons.
**Lost and Found Items:** Webster Bank Arena at Harbor Yard is not responsible for any lost or stolen items. If you lose something, or find an item that does not belong to you, please contact Guest Services immediately. Guest Services is located behind section 116.

**First Aid:** First aid medical assistance is staffed by an EMT provided through American Medical Response for all events. The first aid station is located on the first floor of the Arena below sections 107 and 108.

**Restrooms:** Restrooms are located on the Concourse level of the arena and are all ADA compliant. There are also two family restrooms with diaper-changing stations.

**Telephones:** Public pay telephones are located on the Concourse Level of the Arena.

**Handicapped Seating and Parking:** Available at the Arena. If a candidate for Graduation has any handicapped access needs, please contact the Office of Special Events.

For further information about the arena visit their website at www.websterbankarena.com

**Memorabilia**

Jostens offers class rings, personalized invitations and announcements, picture frames and other merchandise. This is an independent vendor and is not affiliated with UB. Please visit their website at http://college.jostens.com/jostens/college/home.

**ALUMNI ASSOCIATION INFORMATION**

Congratulations! You are now an official alumnus of the University of Bridgeport and now a member of the UB Alumni Association. As an alumnus, you will be invited to attend both networking and social events, locally and regionally. You are also always welcome to attend UB Purple Knights athletic events, academic lectures, panel discussions, art shows and to participate in various other alumni or University related activities. Go to www.bridgeport.edu/alumni or email alumni@bridgeport.edu to stay informed, update your information, as well as enjoying UB alumni services and benefits.

Another way to stay engaged is to support the programs that mean the most to you through an annual gift. Each year hundreds of alumni choose to make a financial commitment to UB as a way of saying thanks for the opportunities afforded to them as a student. It is also a way to show gratitude for the degree you’ve earned and where it has gotten you in your career. Each year you’ll be contacted by the Office of Annual Giving and we hope that you’ll join the leagues of other alumni who are improving UB each day with their donations. If you have any questions about support/giving – please email us at alumni@bridgeport.edu.
PHOTOS

A professional photographer will take pictures of each graduate receiving his or her diploma. You will be receiving information about placing orders directly from Island Photography, Glen Cove, NY.

In the event you do not receive an order form, you may call the photographer at 1-800-869-0908 or custserv@islandphoto.com. Please note that Island Photographer is an independent vendor. Guests may take photos from their seats. No one may block aisles or be admitted to the floor area.

THE CENTER FOR CAREER DEVELOPMENT

The Center for Career Development at the University of Bridgeport is dedicated to assisting students in making a successful transition from campus to career. Don’t wait to visit until after you graduate! Students are encouraged to take advantage of career programming and individual advisement appointments to assist you in your job search, or developing your own personalized career plan. Be sure to register and/or update your profile on UBjobnet, as well as follow us online to learn about exciting opportunities or career related events!

The Center for Career Development
Wahlstrom Library, Garden Level
126 Park Avenue
Bridgeport, CT 06604
Tel: (203) 576-4466
E-mail: careercenter@bridgeport.edu

INSURANCE INFORMATION FOR GRADUATES
UNIVERSITY OF BRIDGEPORT STUDENT INSURANCE PLAN

If you were enrolled in UB Student Health Insurance, the Sickness and Accident coverage under the University of Bridgeport Student Insurance Plan will expire on July 31. For more information contact www.CHPstudent.com select “Student Insurance” and then select “University of Bridgeport” or Risk Strategies Company, 10 Dorrance Street, Suite 505, Providence, RI 02903 401-831-1463 x1463.

PERSONAL ALARM LOCATOR

Please return your PAL (Personal Alarm Locator) to the Security Department before leaving campus. Failure to return your PAL, will result in a fee being charged to your account. The Security Department will accept returns 7 days a week, 24 hours a day.
FREQUENTLY ASKED QUESTIONS

Q. Who should I contact for additional information?
A. Any questions concerning Commencement should be directed to the Special Events Office located in Room 227/229 of the John J. Cox Student Center. You may telephone: 203-576-4530, fax: 203-576-4535 or e-mail us with your questions/concerns to ubcommencement2016@bridgeport.edu. All academic questions should be directed to your respective School/College Dean’s office. See page 6.

Q. I am Graduating from the School of Continuing and Professional Studies and don’t see my school listed.
A. Students of the School of Continuing and Professional Studies will be graduating with the school or college granting their degrees.

Q. How long will the ceremony last?
A. The ceremony is approximately two hours long, but duration is variable. We aim for the Recessional to take place at approximately 12:15 p.m. (It’s your graduation. Relax and enjoy!)

Q. Does a candidate need an admission ticket to the Commencement Ceremony at the Arena at Harbor Yard?
A. All candidates are required to present their Confirmation Page at the assembly area for admission. The confirmation page is available online from University Tickets at Bridgeport.edu/tickets.

Q. Do guests need tickets?
A. All guests must have tickets to be admitted to the Arena for the Commencement Ceremony. This includes children over the age of two. Tickets are available online from University Tickets at Bridgeport.edu/tickets.

Q. Where do I get my Commencement Packet?
A. This Guide is a part of your Commencement Packet along with announcement cards which are mailed to all candidates.
Q. Will there be printed announcements available for graduates to send to relatives and friends?

A. Yes. A packet of four (4) generic announcements were mailed with the Guide for Graduates. Additional announcements may be obtained from the Special Events Office, John J. Cox Student Center Room 229. If you would like custom announcements, please visit http://college.jostens.como/jostens/college/home.

Q. Must I purchase Academic Regalia? (page 5)

A. In order to participate in the ceremony, candidates for graduation must wear regalia, which include a cap and gown and the appropriate academic hood for their degree. No one will be permitted in the assembly area without regalia. However if you have regalia or can borrow the appropriate regalia; you do not need to purchase it. Any regalia requested after April 15, 2016 cannot be guaranteed to be correct.

Q. My parents need a letter stating that I am graduating in order to obtain visas to travel to the United States. Who should I contact to obtain this letter?

A. Contact the Office of International Affairs located on the Garden Level of the Wahlstrom Library. The telephone number is 203-576-4395. E-mail: internationalaffairs@bridgeport.edu.

Q. I was supposed to march at last year’s ceremony but I didn’t. I would like to march at this year’s ceremony. Can I do so?

A. Unfortunately, no. Space is very limited and we must give priority to candidates who have followed procedures and met deadlines. Please note that graduates may only be listed in the Commencement Program ONCE.

Q. I will not be attending this year’s Commencement Ceremony. Do I still need to pay the $150.00 Graduation Fee?

A. Yes, you must pay the $150.00 Graduation Fee whether you attend Commencement or not.

Q. I paid my graduation fee. Do I still have to pay for my cap and gown?

A. Yes. The graduation fee does not cover caps, gowns or hoods. (See page 5).
Q. When will I receive my diploma?
A. After degree requirements are completed and certified, diplomas will be mailed to your permanent home address. The process takes approximately 30 days.

Q. What should I wear under my cap and gown?
A. Pants and shirt for men. Pants or a dress for women. Please keep in mind that there are steps on and off the stage, so you will want to wear shoes you can walk in comfortably.

Q. How do I receive information?
A. Each candidate will receive a Commencement Instruction Book in the mail. Announcements concerning tickets will only be emailed to student’s UB email addresses. name@my.bridgeport.edu

Q. Where do I find out the most up-to-date information?
A. Please check the UB portal for all updates.

DISCLAIMER: The “Guide for Graduates” contains references to other organizations and areas of service external to the University of Bridgeport. The University of Bridgeport is not responsible for the service of these external organizations nor does it endorse the services or products made available through such external organizations.
THE UNIVERSITY OF BRIDGEPORT

SALUTES THE CLASS OF 2016 ACADEMIC EXCELLENCE

Opening doors. Building futures.