Dear Parent:

Commencement is a very special and important event in a student’s life. It is also an occasion for families and friends to share fully in their graduate’s accomplishments. We sincerely hope you will be able to attend the Commencement Ceremony on Saturday, May 18, 2013, at 10:00 a.m. in McLane Center, to share in the joy of this very special day.

**Housing:** Families of all degree candidates are invited to stay in the residence halls during Commencement Weekend. The cost is $30.00 per person, per night. Towels and bed linen will be provided. Should you or a family member need special housing accommodations, please make sure you list them on the enclosed reservation form.

**Meals:** Graduates and their families are invited to a dinner Friday, May 17, in Ade Dining Hall hosted by the Alfred University Board of Trustees. Please note that for this dinner, seating is limited to 5 people per graduate (this number includes the graduate). Also, on Commencement morning, a breakfast buffet will be available for you, your guests, and your graduate at a cost of $10 per person. This will be held in the Knight Club, Powell Campus Center, from 7:15 to 9:00 a.m. All meal reservations are available by advance sale only, so be sure to make your reservations early!

**Parking:** Parking is limited at McLane Center due to construction. Parking will be available at the Observatory and Ade Hall parking lots. A shuttle bus will be making regular runs between those areas to McLane Center beginning at 8:30 a.m. The shuttle will also be available after the Commencement Ceremony.

If you are staying on campus and/or pre-ordering breakfast tickets, keys and tickets must be picked up in the Office of Residence Life, Bartlett Hall, during the following times: **Thursday, May 16, between 1:00 and 4:00 p.m.; or Friday, May 17, between 9:00 a.m. and 4:00 p.m.** If your arrival time is after 4:00 p.m. on Friday, please arrange for your student to pick these items up for you. **Checkout time** for those staying Friday night only is 5:00 p.m. on Saturday. For those who made reservations to stay Saturday night, **check-out time** is 9:00 a.m. on Sunday.

Should there be a need for handicap accessible seating at Commencement, please indicate on the “Handicap Needs” form enclosed and we will help make arrangements to accommodate your needs. Keep in mind that only one person will be able to assist and sit with anyone in a wheelchair or with a walker due to space limitations. Unfortunately, there is no guarantee that accessible seating will be available to accommodate “walk-ins” without prior reservations.

If you and your family wish to stay off campus, you will need to contact the hotel, motel, or bed and breakfast directly (see “Commencement Accommodations Off Campus enclosed). We encourage you to make your reservations early. For more information visit [http://www.alfred.edu/parents/commencement.cfm](http://www.alfred.edu/parents/commencement.cfm) to view our Commencement Frequently Asked Questions page, and don’t hesitate to contact us at 607-871-2186 if you have any questions about any of these arrangements.

It is imperative that you complete the enclosed reservation form and return it to the Office of Residence Life by **April 26.** Commencement is a meaningful event for everyone. We look forward to greeting you on this proud occasion.

Sincerely,

Bonnie J. Dungan  
Associate Director, Residence Life  
Enclosures