

COMMUTER HANDBOOK



Contents

Welcome Commuters	iv
Commuter Services & Campus Events.....	1
Getting Involved.....	1
Finding Campus Events	1
Advertising Around Campus.....	1
Social Media Information.....	2
Commuter Lounge	2
Commuter Lockers.....	2
Other Campus Study/Relaxation Stations	2
Parking and Transportation	3
Commuter Parking Lots	3
Parking 101.....	3
Parking Lot Map.....	4
FSU Shuttles.....	6
Shuttle Route added for Theater Block	6
Free MART with VALID OneCard	7
Shuttle Map	7
Living Off Campus.....	8
One Card.....	8
Using your off campus One Card Discounts.....	9
Commuter Meal Plans	9
Falcon Bazaar Needs and Food Pantry.....	10



Welcome Commuters

Hello! My name is Shane and I am the Associate Director of Commuter and Volunteer Affairs. In 2001, I began my career in the Student Development Office, at Fitchburg State University. Through my years of working here, I have seen many exciting changes and I hope you are able to discover all of the amazing opportunities Fitchburg State University has to offer you as a commuter!

I was, am, a first-generation college student and am a former commuter student, and I know first-hand that commuting to and from campus can seem confusing and overwhelming. I also know that commuters feel they sometimes do not feel a part of the university. However, here, at Fitchburg State, we want to help eliminate that stress, we encourage you to use our office as a resource to help you along the way, but most importantly, be a part of the Fitchburg State Family by partaking in all that we have to offer.

As part of the Student Development team, I am able to work with our accepted students as they navigate getting involved as a commuter. I also work with current students to help them find their place on campus. All clubs, organizations, events, and activities are open to our commuters and we hope that you will take advantage of such extracurricular events and opportunities.

This is an exciting time for you as a student and I look forward to working with you! Please feel free to contact me with any questions you may have.

Shane Franzen
Associate Director
Commuter and Volunteer Affairs
Student Development
sfranz@fitchburgstate.edu
(978) 665-3163

Commuter Services & Campus Events

GETTING INVOLVED

There are many ways to get involved in the Fitchburg State community. At the beginning of each semester, clubs and organizations host a fair to gain new members called Rock the Block (fall semester) and Rock the Hall (spring semester) This is a great opportunity to explore our 85+ various clubs, organizations, and services offered at Fitchburg State. You will be able to ask questions about meeting times, special events and special benefits to members. Plus, there is music, food and freebies!

Commuters are encouraged to become involved on campus. Building connections and finding your passion will make the college experience memorable and rewarding. If there is not a club or organization that you want on campus, feel free to stop by the Office of Student Development to find out how to start it!

FINDING CAMPUS EVENTS

Be sure to check your student email often for events on campus. Typically, an event log is sent out each week with information of the upcoming events. The university also adopted the program FalConnect that makes it easy to get information on events and important messages from clubs and organizations.

Access to FalConnet, go to... <https://fitchburgstate.campuslabs.com/engage/organizations> & login with your falcon key and password

ADVERTISING AROUND CAMPUS

Each building on campus has designated bulletin boards for clubs, organizations, offices and off campus entities to post events and information. Take a moment to read the postings as you walk to and from campus

Hammond Hall is privy to have a monthly Falcon Flush in all of the bathrooms throughout the building. The Falcon Flush are posted in special locations within the restrooms for you to peruse monthly events which will be taking place on campus.

SOCIAL MEDIA INFORMATION

Connect with Commuter Affairs to get information on events and services for commuters!



Instagram: @FSUcommuters



Twitter: @FSUcommuters



Facebook /FitchburgStateCommuters



COMMUTER LOUNGE

Do you need somewhere to go in-between classes or to heat up your lunch? The Commuter Lounge is a great place to relax, study, or socialize. Equipped with a Keurig, fridge, TV, couches and microwave, the commuter lounge is a great spot to be

during your free time. The commuter lounge is located on ground level in the Hammond Hall (room G12). The Lounge is open to Commuters and their friends. Access will be given to all Commuters through your FSU OneCard. Pass it over the key pad, wait until the light turns green, open the door and relax.

COMMUTER LOCKERS

Do you have too much to carry? Do you want to keep some essentials on campus? Feel free to contact Commuter Affairs to sign out a locker. Locker space is limited!

You can sign up for your academic year long locker reservation though your

<https://fitchburgstate.campuslabs.com/engage/organizations>

& login with your falcon key and password

OTHER CAMPUS STUDY/RELAXATION STATIONS

- Library Study Rooms
- Computer Lab in McKay Building
- McKay Coffee Cart
- Hammond G-Lobby
- Hammond Tower Lounges
- Hammond 2nd Floor Balcony Lounge
- Falcon Hub
- Antonucci Science Complex
- Thompson Hall Foyer
- Main Quad
- Highland Plaza
- Hammond Alumni Quad
- Conlon Foyer
- Industrial Arts Foyer
- Recreation Center Foyer



Parking and Transportation

For all Parking Q&A, see the following link:
fitchburgstate.edu/parking

COMMUTER PARKING LOTS

Red Lots*—Commuters

Green Lot*—Residents

Blue Lots—Faculty/Staff Only

*Faculty/Staff may park in these lots per contract negotiations

As a commuter, you have multiple parking lots to choose from including Green 2, Congress, Ross, McKay (front), and

the Upper Civic Center Lots. Commuter lots are marked by a red sign at the entry of the lot. Please be certain to review the parking information on your permit to avoid parking violations. Parking passes are valid from 7am to 12am (midnight).

From 4pm to 12am (midnight), commuters are allowed to park in Blue (faculty) Lots. If you have plans to stay after 12am, you will need an overnight parking pass. To do so, you will need to go to University Police to fill out the “Guest Pass” form and pick up your overnight pass. It is also important to keep your parking permit hanging from your rear-view mirror since it is only valid if it is hanging from there with red side out.

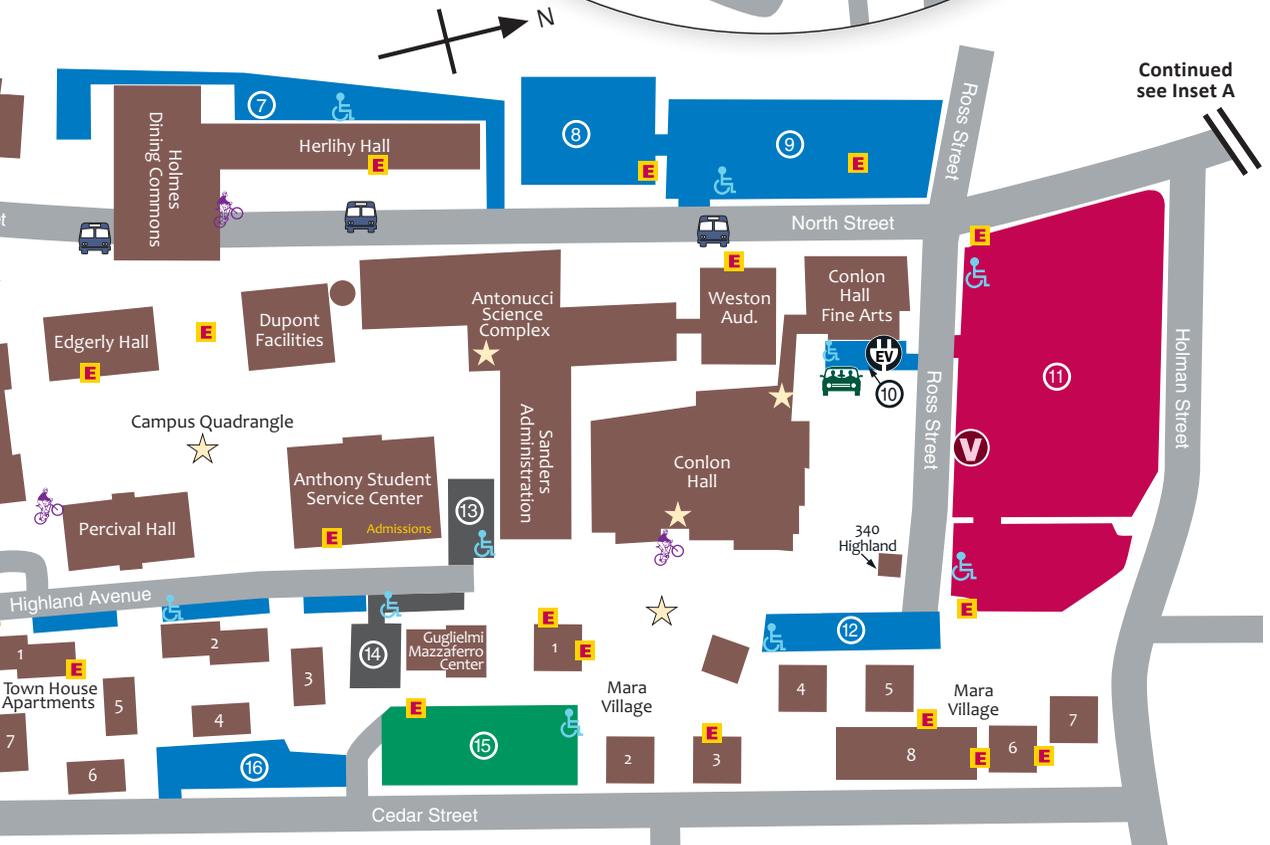
PARKING 101

It is best to give yourself time, 15 to 20 minutes EXTRA, to arrive on campus and find a parking space. The University sells more hang tags than spots. If you park in a lot far away, feel free to take the shuttle! Be certain to check your student email often to get alerts about lot closure for snow removal during the winter.

Parking Lot Map

- 1. Green 2
- 2. Green 1
- 3. Congress
- 4. North 4
- 5. North 1
- 6. North 2
- 7. Herlihy
- 8. Upper Weston
- 9. Lower Weston
- 10. Conlon (rear)
- 11. Ross
- 12. Highland
- 13. Sanders **RESERVED 24/7**
- 14. Anthony **RESERVED 24/7**
(Admissions only)
- 15. Upper Cedar
- 16. Lower Cedar
- 17. Townhouse South
- 18. South Cedar
- 19. McKay (front)
- 20. McKay C (rear)
- 21. McKay (rear)
- 22. McKay (lower)
- 23. Fitchburg State Civic Center—Shuttle Parking
- 24. Lower Civic Center
- 25. Simonds Hall (not pictured)





FSU SHUTTLES

Fitchburg State offers a shuttle service for all students. The shuttle goes on a continuous 15 minute loop from Wallace Civic center to Campus. The hours of operation are

- Sunday from 4:30 p.m. to midnight
- Monday – Thursday from 6:30 a.m. to midnight
- Fridays from 6:30 a.m. to 6:30 p.m.

SHUTTLE ROUTE ADDED FOR THEATER BLOCK

The University has added a stop at the Theater Block (717 Main Street) to its regular Fitchburg State shuttle route 5x/day, providing students with transportation to the new Game Design Studio. Prior to stopping at the Intermodal Transportation Center, the shuttle will divert onto Main Street and stop at the Theater Block, before returning to the ITC and resuming the regular shuttle route. The shuttle designated to run the extended route to the Theater Block will operate on the following schedule:

- Depart Aubuchon Hall (Mon – Fri, class days)
8:30 am 11:45 am 1:00 pm 5:00 pm 6:30 pm

The shuttle buses that follow the extended route will be clearly marked with a sign in the window indicating the route change. This extension route will add approximately 15 minutes to the total route time. These shuttles will not be making any unscheduled stops at other locations during the travel on Main Street and Boulder Drive.

Students, faculty and staff with a valid Fitchburg State University ID can travel to Main Street and the Theater Block/Upper Common at other times of the day by taking the shuttle to the Intermodal Transportation Center and transferring to a Route 5 bus or Route 6 bus. Please refer to the MART website for current schedules (<http://www.mrta.us/routes-schedules>) and for the Intermodal Transportation Center and Upper Common departure times for Routes 5 & 6. These times are subject to change.



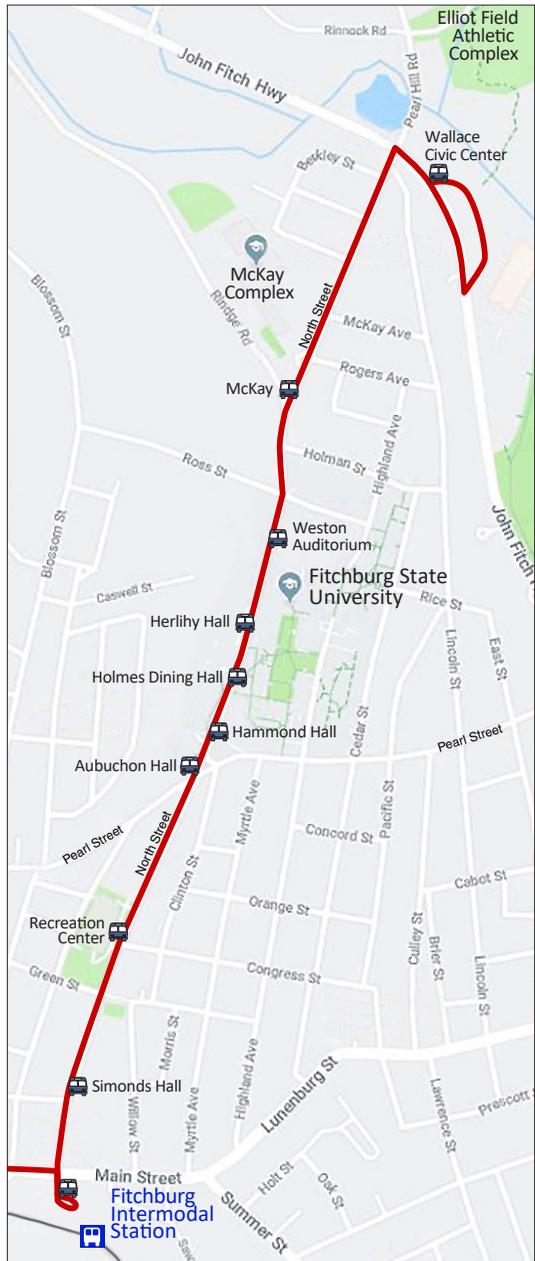
Shuttle Map

- Weekday Holidays from 4:30 p.m. until midnight
- No service on Saturdays or any Sunday preceding a Monday holiday or Spring Break. Academic year only, no summer or breaks.

You can also download the shuttle tracking app to get updates on the shuttle's location. Link to download: <https://m.fitchburgstate.edu/default/shuttles/index>

FREE MART WITH VALID ONECARD

Anywhere the MART goes, Fitchburg State Students go for Free! Whitney Field Mall, Target, John Fitch Hwy, Downtown Fitchburg, or WalMart. These are great locations to park your car and avoid the crunch of finding a parking spot on campus. Door to door service!





Living Off Campus

The Office of Commuter Affairs can help students who are looking to live off campus. Commuter Affairs can serve as a resource for students by maintaining a current list of openings and discussing advice about living off campus.

ONE CARD

All Fitchburg State Students are given a student ID referred to as a One Card. It is important that students carry their one card with them at all times.

The One Card is used for...

- Access to Recreation Center
- Access to programs/events
- Printing
- Payment for meals
- Library Card
- Book Store
- Vending Machines
- MART Transportation
- Local Restaurant Deals

Fitchburg State students are able to load money onto their OneCard by visiting their Blackboard Accounts and going to the OneCard link in the top left hand corner. Students are also allowed to setup guest accounts where anyone (parent/friend/family member) is able to load money onto your cards online as well. However if neither of these options work for you, commuters can go to any of the OneCard kiosks and load money from a debit/credit card or cash. These are located in the Conlon Building, Hammond Hall Street Level, Rec Center Lobby, and the Holmes Dining Commons.

USING YOUR OFF CAMPUS ONE CARD DISCOUNTS

By showing your One Card at locations around town, you can get some great discounts including 5% off your purchase at Dunkin Donuts (151 Main St, Fitchburg location), 20% off your purchase at Uno's Bar and Grill (905 Merriam Ave., Leominster location) and \$2 off admissions at Entertainment Cinemas (45 Sack Blvd., Leominster location). To get a complete list of discounts, visit the One Card Office page website at fitchburgstate.edu/onecard/discount

COMMUTER MEAL PLANS

Between classes, studying, going to work, and your social life, who has time to get an affordable, healthy, well-balanced meal in a convenient time frame? Take a break! Purchase a meal plan and you'll always get to eat what you want, when you want, how you want!

Commuter students are able to purchase from any meal plan we offer to our resident students! Traditional Meal Plans provide our students with the ability to have both meal swipes, dining dollars, and bonus meals to be used across campus.

The 5 Meal Plan provides our students with the ability to have both meal swipes and dining dollars. With 5 meal swipes per week, students can use their swipes at Holmes Dining Hall for the resident dining experience. Students also receive \$50 in dining points, which provides extra convenience and flexibility to fit their everyday busy schedules.

The All Falcon Plan, consist of \$250 dining points to be used at on campus dining locations. Funds will be available on your ID Card. To purchase a commuter meal plan, visit our purchase a meal plan page.

<https://new.dineoncampus.com/fsu/meal-plan-purchase>



Why should I purchase a meal plan?

- Commuter plans assist students in becoming part of the campus community
- Enjoy monthly events
- Keep your precious parking spot
- Healthy options
- Homestyle options
- Save on the 6.25% sales tax
- No dishes, grocery shopping, or cooking
- Have more time to eat, less time traveling
- No delivery waiting time or delivery fees



How do meal swipes work?

Meal Swipes are designed to be affordable and convenient. After signing up for your meal plan, the swipes are loaded onto your OneCard. When visiting a dining location that accepts your meal swipes, present your ID to the cashier to redeem. Any unused swipes at the end of the semester will be forfeited.

How does dining points work?

Dining Points are designed to offer flexibility. When checking out at any of the dining location, present your card to the cashier and the amount of your purchase will be deducted from your balance.

Declining Balance

Commuter students are also able to choose a declining balance plan. Declining balance funds works just like a debit card. Funds are available for purchasing with a minimum of \$25.

FALCON BAZAAR

The Falcon Bazaar was created based off of information received from the HOPE Labs nationwide survey. It is the University's response to the food insecurities epidemic that is building on campuses across the nation. Any student is able to visit the Bazaar free of charge. It is located in Hammond Hall, room G-15.

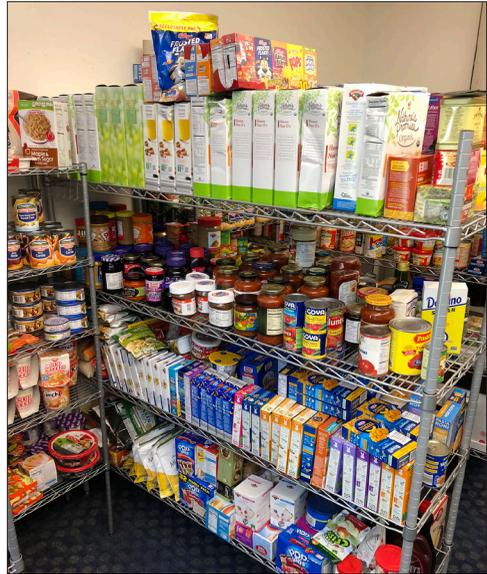
FALCONS SWIPE IT FORWARD

Want to donate a guest meal to a fellow student who might need it?

The Falcons Swipe It Forward initiative allows you to donate one of your guest meals to this program. Donated meals are pooled into a bank created by the One Card Office and managed by One Card & Chartwells.

- If you know a student facing food insecurity, nominate them for the Swipe It Forward program by clicking [here](#)!
- Once approved, One Card Office and/or Chartwells moves the meals from the bank to the student's card.
- Meals will automatically be set up in blocks of five (5) and can be used at any meal in the dining hall.

While we understand this is not a long term hunger fix, it is intended to be part of a larger picture designed to feed students on a limited basis.



We welcome you on your journey as a Fitchburg State Commuter.

We hope that this handbook helps you answer any questions that you may have.

We welcome your feedback, questions, concerns, and suggestions.