COMMUTER HANDBOOK









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Welcome Commuters

Hello! My name is Shane and I am the Associate Director for Student Development, 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
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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 60+ 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 restrooms 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.

Make sure you check your student email for the weekly Event Log. The Log will go out every week to inform you of events being sponsored by our clubs, organizations, and offices.

SOCIAL MEDIA INFORMATION

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

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Instagram: @FSUcommuters

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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,



COMMUTER LOCKERS

Do you have too much to carry? Do you want to keep some essentials on campus? We have Commuter Lockers that you may reserves to assist. Commuter Affairs will send out a Google Form at the beginning of each semester that you will be able to use to reserve a locker. Locker Space is limited!

OTHER CAMPUS STUDY/RELAXATION STATIONS

- Library Study Rooms
- Computer Lab in McKay Building
- McKav Cafe
- Hammond G-Lobby
- Hammond Tower Lounges
- Hammond 2nd Floor Balcony Lounge
- Falcon Hub
- Antonucci Science Complex
- Thompson Hall Fover
- Main Quad

- Highland Plaza
- Hammond Alumni Quad
- Conlon Fover
- Industrial Arts Fover
- 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
- North 2
- Ross
- McKay (front)
- 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 7 am to 12 am (midnight).

From 4 pm to 12 am (midnight), commuters are allowed to park in Blue (faculty) Lots. If you have plans to stay after 12 am, 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 the 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 closures 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)





FITCHBURG STATE SHUTTLE

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

(<u>http://www.mrta.us/routes-schedules</u>) and for the Intermodal Transportation Center and Upper Common departure times for Routes 5 & 6. These times are subject to change.

• Weekday Holidays from 4:30 p.m. until midnight

SHUTTLE MAP

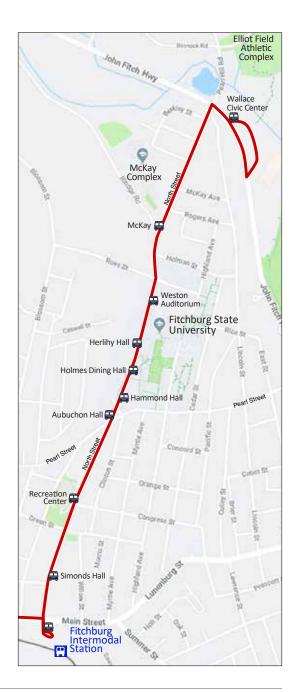
 No service on Saturdays or any Sunday preceding a Monday holiday or Spring Break. Academic year only, no summer or breaks.

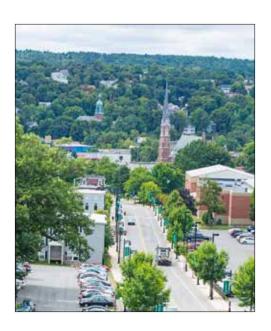
You can also download the shuttle tracking app to get updates on the shuttle's location. Link to download: https://m.fitchburgstate.edu/default/shuttles/index



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.

TIPS ABOUT LEASES

Disclaimer: This section provides basic information about leases. It is not legal advice and does not replace talking to an attorney who knows the laws of your state.

A lease is a contract you sign to rent an apartment or house. You should always get a written lease. Read the lease before you sign

it. If you have any questions about the lease, take pictures of every page and talk about it with someone you trust before you sign it. It is your right to read, understand and agree with the lease before you sign it.

What should you look for in the lease?

NAMES—Is your name on the lease? If your name is on the lease, you are responsible for doing everything the lease requires of you as the renter, and the landlord is responsible to you for doing everything the lease requires of him or her.

• If you have roommates, are their names on the lease? If you are the only person on the lease, you will have to pay the whole rent if your roommates leave. Think this through carefully!

TIP: Ask the landlord how much the installation charge will be for any utilities you have to set up, as well as the average monthly cost of utilities, so you can prepare your budget. Also ask for the names and contact information for the utility companies, and when trash and recycling are picked up. You may also contact the utilities provider to ask for a monthly average of the utilities as a way to budget.

DATES—Are all important dates in the lease clear, and are they correct? For example:

- Move-in date
- Date to pay any security deposit and the first month's rent
- Date your rent is due (always pay on time!)
- Date the lease ends

UTILITIES—(electric, gas, water, trash, Internet/cable). Is the lease clear about which utilities you have to pay and which the landlord will pay?

SECURITY DEPOSIT—Is it refundable? It should be. If it isn't, you should ask for it to be refundable, so that the landlord only gets to keep any part of the deposit the landlord



truly needs to repair the damage you do. Make sure the lease is clear about what is normal wear-and-tear that would not affect your security deposit, and what kind of damage would be deducted from your security deposit.

Make a detailed, written list of any scratches, holes, carpet stains, or other damage currently in the apartment. You and the landlord should sign and date this list, and you should keep a copy. Take pictures of damage, too. That way, you won't be blamed for damage you didn't do.

CHANGES TO THE APARTMENT—Make sure the lease is clear about whether you can put up posters, re-paint, or do anything else to the apartment. You could lose some of your security deposit for something as simple as making a tiny hole in the wall. Know the rules and follow them!

MAINTENANCE AND REPAIRS—Is the lease clear about how to request repairs, and how long the landlord can take to complete them? If the repair is an emergency, there should be an emergency contact.

TIP: The lease should be clear that repairs are the landlord's responsibility unless they result from your "gross negligence". If you flush inappropriate items down the toilet and it overflows, or you set your oven on fire, you probably are going to have to pay for that. But you should not have to pay for normal wear-and-tear.

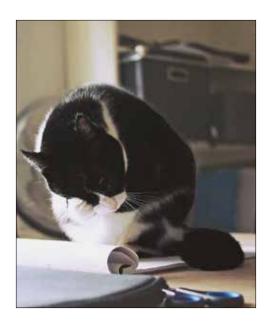
MOVING OUT EARLY—Does the lease allow you to move out early if you provide advance notice (like 1 or 2 months)? Does the lease allow you to sublet? If you cannot end the lease early or sublet, make sure the lease is clear about how much you will have to pay if you break the lease. The lease should provide that if the landlord rents out your unit after you leave, the landlord cannot keep charging you, even if you did break the lease.

RENEWING THE LEASE—Are you allowed to extend the lease on a month-to-month basis? Will the lease automatically renew if you don't give notice of move-out by a certain date? Is the rent going to go up? And if so, by how much?

PRIVACY—Is the lease clear about under what circumstances the landlord can enter your apartment? I.E. how far in advance (24/36 hours) must the landlord give notice before entering the apartment for other issues other than emergencies?

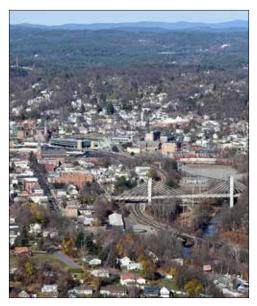
PROMISES—If the landlord promised you anything verbally ("I will paint that room"; "Internet is included in your rent"; "You can stay for a full year"; etc.), make sure those promises are in writing in the lease.

RULES AND ROOMMATES—Make sure rules about smoking, quiet hours, overnight guests, and any other rules are clear in the lease. Be sure to follow those rules. Also, if you are moving into a unit with a roommate(s) you don't know, make sure to meet them and talk about schedules and expectations before you move in.



PETS AND PARKING—If you have a car and/ or pet, make sure the lease is clear about any extra charges for parking, pet deposit, etc. If you have a pet, make sure it is noted in the lease (including the species/breed of animal, since some landlords don't permit certain types of animals). Landlords must allow emotional support/service animals, with proper documentation.

RENTAL RESUME—Before you start looking for an apartment, make a "Rental Resume" to show to potential landlords to increase your likelihood of getting approved to rent. Your Rental Resume can include: paycheck stubs, recent bank statement, credit report, letters of referral, contact information for recent landlords, etc. Be sure to "dress for success" when you meet the landlord to make a good impression. And remember: some landlords (and employers) will ask for social media accounts like a Facebook/ Instagram/Twitter page. So be thoughtful about what you post!



Record-keeping is very important!

Make sure the landlord provides you with a copy of the lease and walk-through details signed by you and them. If you can't get copies before you leave the property, take pictures!

Always make sure you have proof of any payments you make—copies of checks, confirmation of any on-line transfers, and receipts for any cash. If the landlord says, "You never paid that", you need to be able to show proof that you did.

Should you have Renter's Insurance?

The answer is yes. It's strongly encouraged for you to have renters insurance. A renter's insurance policy protects against losses to your personal property, including clothes, jewelry, luggage, computers, furniture, and electronics. Even if you don't own much, it can quickly add up to a lot more than you realize; and a lot more than you'd want to pay to replace everything.

(* Taken from Schoolhouse Connections https://www.schoolhouseconnection.org)

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
- Add another bullet: Purchasing meals daily can add up fast. A meal plan could be cheaper.



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 forfieted.



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-23.

FOOD AND HOUSING INSECURITIES RESOURCES

The world as we know it has changed. Because of this, we understand that your circumstances may have also changed. We have compiled resources that may be helpful to you and your family during these times.

Food bank locations or food resources can be found by

visiting <u>www.auntbertha.com</u>, through the Why Hunger hotline at 1(800) 5-HUNGRY, or the Falcon Bazaar's Local Food Pantries list.



Supplemental Nutrition Assistance Program (SNAP)

Many people who work with college students are unaware of how the SNAP program works and who is eligible. Some even believe that students are simply ineligible.

The Supplemental Nutrition Assistance Program (SNAP), formerly known as the Food Stamps, was first created by the Food Stamp Act of 1964 and then renamed in 2008. SNAP is a meanstested program that provides a monthly benefit, via an electronic benefits transfer (EBT) card, that can be used at retail and grocery stores or farmers' markets to purchase any food, except alcohol, pet food, or prepared foods.

To be eligible, a household's gross monthly income cannot be over 130 percent of the Federal Poverty Line (FPL). States do have flexibility to increase the income limits up to 200 percent of FPL using Broad-Based Categorical Eligibility (BBCE). The SNAP benefit is not intended to pay for the entire household food budget, but to supplement it. In 2018, the maximum monthly benefit amount for a single individual was \$192 and a family of 3 was eligible for up to \$505 per month.

Federal law has placed some limits on SNAP eligibility for students. This limitation, often called the SNAP Student Rule, has contributed to the misunderstanding that all students attending college are ineligible.

College students can qualify for SNAP based on a broad list of exceptions, assuming they meet the SNAP income and asset criteria and one of the following criteria:

- working for pay at least 20 hours per week;
- receiving, or been awarded and anticipate receiving, any amount of Federal or State Work-Study;
- caring for a child under age 6;
- caring for a child age 6-11 as a singleparent while enrolled full time or unable to obtain childcare;
- receiving TANF benefits;
- unable to work because of a disability;

To apply for SNAP benefits visit:

mass.gov/snap-benefits-formerly-food-stamps



FALCONS CARE

Fitchburg State University can assist in securing additional funds to help you no matter the circumstances. Whether it's more money to finance your education, housing, meals, or emergency non-university, unanticipated expenses, we are here to provide the assistance you need.

The university has the following options available for emergency funding:

Emergency Grants—The university has different types of emergency grants available to undergraduate students, either funded by the Commonwealth of Massachusetts or by donations from alumni and friends of the university. These grants are designed to help undergraduate students with expenses that are directly or indirectly related to their academics and do not require repayment. Undergraduate students can contact the Office of Student Affairs for more information and the application process.

Emergency Small Loan Program—The Office of Student Affairs can provide loans, typically up to \$100, to help undergraduate students manage unexpected financial situations quickly. These loans are issued in the form of a check made payable to the student and are repaid through Student Accounts. Undergraduate students have used these loans for purposes such as:

- Textbooks or online education materials
- Food during university breaks or other living expenses.

Possible Expenses Covered by Emergency Funds

Funds are available for things such as (including but not limited to):

- Food Insecurity
- Rent
- Utilities
- Travel

- Technology/technology upgrades
- University expenses
- Books/class supplies

For a complete list of services through the Falcons Care Program, visit:

fitchburgstate.edu/falcons-care



TIPS FOR PARENTS

Child care can help you reach your educational and career goals to support your family. It is important to find quality child care that meets your needs, and your child's needs, and to learn about assistance that is available to you. This tip sheet will help you get started.

What should you consider as you evaluate child care options and establish a budget?

Contact your local Child Care Resource and Referral Agency

The centralized place for learning about available child care and financial assistance is called a Child Care Resource and Referral

(CCR&R) agency. Your local 211 United Way will be able to identify your local CC&R and provide contact information. When you call and describe your needs, including any special financial needs, you will receive referrals for care providers to contact.

What you should know as you begin your search:

There are many forms of basic child care for infants, toddlers, and preschool-aged children. You have the right to visit any potential care provider and ask questions. Below are some things to ask or consider as you make your decision on what is the best for you and your child.

- Is the care provider licensed?
- Are there any reported complaints against the care provider?

- Does the care provider meet state requirements for specialized training?
- Does my community rate care providers for quality, and what rating does this provider hold?
- Does the care provider's schedule and location meet my needs?
- Is the cost for the care I need within my budget, or is financial assistance available?
- Is the provider prepared to welcome any special needs that I or my child may have?
- Do I and my child feel comfortable with the provider, and with other children and families there?
- Is the care provider a good fit for my parenting philosophy?
- Are parents welcome to visit at any time?
- Are meals, snacks, diapers, etc. provided, or do I need to bring them?
- Are there support services and activities provided for families?
- Visit the care provider to observe:
 - cleanliness, space and safety of the premises
 - materials and activities available for children
 - how the care provider interacts with other care providers, children and parents
- If you encounter other parents, ask them what they like best about the care their child receives (or if they have any concerns).

Be Honest about your financial needs.

Child care is expensive. Always apply for any and all financial assistance available and ask for help if the application process is difficult or confusing. Based on financial need, the following programs provide free care or offer reduced fees:

Early Head Start and Head Start: Early Head Start is for infants and toddlers and Head Start serves preschool-aged children. Early Head Start and Head Start help families access health, dental, mental health, housing, and disabilities services and public assistance. Participation is free for families who qualify due to homelessness, foster care status, or family public assistance status, or who meet low-income eligibility.

Child Care Vouchers: Families who meet a specific income threshold or satisfy criteria for priority services (like needing care for a child with a disability or experiencing homelessness) may be eligible for vouchers that can be used to pay for child care with approved child care providers of the parent's choice. This may include care provided in a child care center, home, by friends, or family. Local communities determine priority families, who the approved care providers will be, and whether they will charge a copay. Typically, a local CCR&R agency accepts applications, issues vouchers, and provides information on how to find approved care providers.

Subsidized Community Child Care Centers:

Like child care vouchers, many communities have public community child care programs that receive government or private funds to offer child care for a reduced fee to families who meet a specific income threshold or satisfy criteria for priority services (like needing care for a child with a disability or experiencing homelessness). Your local CC&R agency can help determine availability and provide contact information.

Preschool: Public preschool is available in most communities and operates according to eligibility criteria set by states and communities. Some serve three- and four-year-old children, while others are limited



to four-year-old's only. Many are full-day programs that can provide child care, too. Public preschool programs often prioritize children with service needs or families with low incomes. Preschool programs that are administered by school districts have special provisions for serving children who are experiencing homelessness.

Services for Children with Disabilities: Specialized services are available for children with physical, developmental, learning, and other service needs that can impact learning and readiness for school. Developmental screenings and evaluations are available upon request to determine if children meet the state's criteria for early intervention or special education. Services can include speech therapy, occupational therapy, learning supports and infant and early childhood mental health services and can be provided at home or in child care settings. You can learn more about services for children with developmental delays or disabilities through your state's Parent Training and Information Center. Early intervention is free up until the age of 3 years.

Child Care Aware has a CCR&R locater on their website. If you enter your zip code, you will find local CCR&R information, including phone numbers. In addition, you can learn more about child care settings on the parent resource page of the Administration for Children & Families.

(* Taken from Schoolhouse Connections https://www.schoolhouseconnection.org/)

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.



