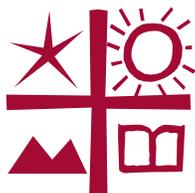


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# MANHATTANVILLE COLLEGE



## COMMENCEMENT HANDBOOK 2019

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## CONTENTS

Important Dates and Deadlines	1
Overview	2
Commencement Gifts and Memorabilia	7
Commencement Day	8
Graduate Seating Chart	9

## COMMENCEMENT

Congratulations! This May, the Manhattanville College community, your family, and friends will be celebrating your academic achievements. Below is important information, dates, and deadlines that you should review and share with your family and friends regarding commencement.

Details about these deadlines are contained within this handbook and on the commencement website:  
[mville.edu/commencement](http://mville.edu/commencement)

DEAN OF STUDENTS OFFICE AND REGISTRAR'S OFFICE  
[commencement@mville.edu](mailto:commencement@mville.edu)

## IMPORTANT DATES AND DEADLINES

- March 20** Attend Graduation Fair in the West Room. There will be representatives from Student Accounts, the Bookstore, Jostens, the Registrar's Office, and others to provide information on graduation. Students can also order their academic regalia and class ring at this time.
- March 26** Deadline to order your academic regalia which includes a cap, gown, tassel, and hood at the Bookstore. The Bookstore's normal Spring hours are Monday 9:00 a.m. – 5:00 p.m. , Tuesday 9:00 a.m. – 7:00 p.m., Wednesday 9:00 a.m. – 5:00 p.m., Thursday 9:00 a.m. – 4:00 p.m., Friday 9:00 a.m. – 4:00 p.m., and Saturday 10:00 a.m. – 3:00 p.m. The Bookstore hours are posted on [www.mvilleshop.com](http://www.mvilleshop.com).
- April 15** Diploma verification form submission deadline.\*
- April 29** Pick up academic regalia and two severe weather tickets at the Bookstore. The Bookstore hours will have extended hours during the month of May. Please check the Bookstore website for those hours at [www.mvilleshop.com](http://www.mvilleshop.com).
- May 3** Deadline to RSVP for commencement. Visit the commencement webpage to RSVP whether you are planning to participate in the commencement ceremony or not.
- May 16** **Doctoral and Graduate Commencement Ceremony**  
5:00 p.m. Check in, East Room. **It is important to be punctual** so that we can verify attendance.  
5:50 p.m. The procession begins!  
6:00 p.m. Ceremony begins, Quad (rain or shine).  
Immediately following the ceremony there will be light refreshments served in Reid Castle.
- May 17** **Undergraduate Commencement Rehearsal**  
10:00 a.m. Meet in the East Room.  
**Baccalaureate**  
3:15 p.m. Line up in Ophir Room. **It is important to be punctual** so that we can verify attendance.  
3:50 p.m. The procession begins!  
4:00 p.m. Ceremony begins, O'Byrne Chapel.  
Immediately following the ceremony graduates should pick up their awards/prizes from the West Room. Light refreshments will be served.
- May 18** **Undergraduate Commencement Ceremony**  
8:30 a.m. Check in, East Room. **It is important to be punctual** so that we can verify attendance.  
9:50 a.m. The procession begins!  
10:00 a.m. Ceremony begins, Quad (rain or shine).  
Immediately following the ceremony there will be light refreshments served outside the Berman Center.
- May 19** **Graduates Move Out**  
12:00 p.m. Graduates move out of residence halls.

\* **Please note:** School of Education master's/doctoral degree students submit name verification to SOE office on a separate form.

# UNDERGRADUATE AND GRADUATE COMMENCEMENT PARTICIPATION

As a general policy, commencement celebrates the accomplishments of students who have successfully completed all the requirements necessary for their degrees. Students who have completed all degree requirements are considered eligible to walk at commencement.

Students who have not completed all the requirements necessary for their degree, may, under strict eligibility criteria outlined within this policy, be granted permission to “walk” in commencement exercises. Walking in Manhattanville’s commencement exercises, however, does not indicate degree completion nor does it indicate that a degree will be awarded in the future. Only when all requirements are completed will a student’s degree be awarded.

## **Permission to Walk**

### **SCHOOL OF ARTS AND SCIENCES AND SCHOOL OF EDUCATION UNDERGRADUATE STUDENTS**

Students who have not yet completed all degree requirements may participate in commencement exercises if they have six credit hours or fewer remaining toward completion of their degree(s) and expect to have those degrees conferred in August. No education student with student teaching credits left to complete will be allowed to participate in the College’s commencement ceremony.

### **SCHOOL OF BUSINESS — GRADUATE AND APPEAL STUDENTS**

Students, including APPEAL (adult/accelerated) and graduate students who have not completed all of their degree requirements, may, with the approval of the School of Professional Studies Dean’s Office, walk in the College’s commencement ceremony. The student must provide proof of a recent term (previous fall, winter, or current spring) grade deferral or registration for all remaining requirements in an upcoming summer session and must be within three credits of degree completion. No SPS student with more than three credits remaining towards completion of his/her degree will be allowed to participate in the College’s commencement ceremony. The Dean’s office will be responsible for maintaining the record.

### **SCHOOL OF EDUCATION — GRADUATE STUDENTS**

Students who have not completed all of their degree requirements may not walk in the College’s commencement ceremony.

### **MFA**

MFA students who have not completed all of their degree requirements may, with the approval of the director of the MFA, walk in the graduate commencement ceremony. The student must provide proof of a recent term (previous fall, winter, or current spring) grade deferral or registration for all remaining requirements in an upcoming summer session and must be within three credits of degree completion.

## **Housing**

ALL graduating students must move out of residence halls no later than 12:00 p.m. on May 19. Be prepared! If possible, ship non-essential items home in advance. Pack remaining items during Senior Week.

## **Academic Regalia**

All graduates, please visit the Manhattanville College Bookstore to order your academic regalia for the commencement ceremony. Commencement regalia, which includes your cap, gown, tassel, and hood, must be ordered online or at the Bookstore by March 26; payment is due at the time of your order. All graduation regalia will be delivered to the Manhattanville Bookstore and will be available to pick up from Monday, April 29 through Saturday, May 18. For further details please contact the Manhattanville Bookstore by phone (914.323.5323) or by email: [mville@bkstr.com](mailto:mville@bkstr.com).

## **Graduation Attire**

Commencement is a special occasion designed to honor and recognize the hard work and accomplishments of students, faculty, and staff in the presence of family, friends, and the Manhattanville College community. Attire for graduates should observe the ceremony's importance. All students are expected to wear their academic regalia. For safety issues, please wear appropriate footwear: flip flops, clogs, and loose fitting shoes are not recommended.

Members of religious orders may wear their customary habits. The same principle applies to persons wearing military uniforms or clad in special attire required by a civil office. Other ornamentation (stoles/cords/pins/ribbons/sashes) representing society memberships and/or cultural affiliation are welcome so long as they respect the dignity of the ceremony and our community members.

## **HOOD COLORS AND WHAT THEY MEAN**

All tassels should be red and white for undergraduate students and black for graduate students. The color of your hood corresponds to your degree:

- Bachelor of Arts (BA): narrow white trim
- Bachelor of Fine Arts (BFA): narrow brown trim
- Bachelor of Music (BMus): narrow pink trim
- Bachelor of Science (BS): narrow olive trim
- Master of Arts in Teaching (MAT): wide light blue trim
- Master of Science (MS): wide olive drab trim
- Master of Professional Studies (MPS): wide light blue trim
- Master of Fine Arts (MFA): wide white trim
- Master of Science in Education (MSEd): wide light blue trim
- Master of Education (MEd): wide light blue trim
- Doctor of Educational Leadership (EdD): Color to be determined

Tassels are worn on the right side of the mortarboard until after the degree is conferred, at which time tassels are moved to the left side.

## **Attire**

### **BACCALAUREATE**

Attire for this event is the black gown only. Students are not required to wear their cap or hood.

### **COMMENCEMENT**

Students can bring their academic attire (gown, hood, cap and tassel) to the East Room and people will be there to assist in dressing you correctly. Please hang your gown up immediately after receiving it from the Bookstore to allow time for wrinkles to come out. If needed, you may steam or iron your gown but be very careful to use a low setting. We suggest you wear something with buttons under your gown so the hood can be anchored to a button. There will be safety pins and bobby pins available in the East Room for your use as well.

## **Tickets**

Tickets are not required for any of the ceremonies; however, in case of severe weather (please review policy under the commencement webpage), ceremonies will be relocated to the O'Byrne Chapel, which will have a seating limit of two ticketed guests per graduate. Two severe weather tickets are distributed when graduates pick up their academic regalia from the Bookstore.

## **Live Stream**

During the commencement ceremonies a live YouTube broadcast will be provided in the O'Byrne Chapel and both the Berman Center Theatre and the Music Room. The O'Byrne Chapel has cushioned seating and is not air conditioned. The Berman Center locations have seating and air conditioning.

## **Weather**

In the middle of May, the weather is usually mild. Depending on the forecast, guests may want to bring water, sunscreen, sunglasses, hats, and comfortable shoes. Both ceremonies will be held outside on our Quad lawn, rain or shine. Please review the severe weather plan.

## **Baccalaureate**

Students receiving departmental awards and prizes will be honored by individual departments at the ceremony. Students will be notified by the department in advance. Immediately following the ceremony students should pick up their awards/prizes from the West Room. Light refreshments will be served.

## **Senior Week Activities**

The Senior Week activities schedule will be publicized in early spring. Senior Week activities are handled by the Senior Class President and the Center for Student Involvement and Leadership. Please email them at [csil@mvile.edu](mailto:csil@mvile.edu) with any questions.

## Meals During Senior Week

The College offers several complimentary meals as part of Senior Week to residential graduates. Additional information regarding times and locations will be sent via email to those students.

## Diploma

- All degree requirements must be completed and degrees must be conferred before a diploma can be released.
- Diplomas are available approximately 6 weeks after degrees are conferred. Graduates will be emailed additional information regarding diplomas.
- Diplomas will be available, at the specified time, in the Registrar's Office (Reid Hall—3rd Floor) during regular business hours. **You MUST bring a form of picture identification with you to be properly identified.**

**NOTE:** Diplomas will NOT be released to students with active "Holds" from Student Accounts, Financial Aid, or other campus offices.

- After degrees are conferred, transcripts will be available should you need to provide documentation to a third party that your degree has been completed. For additional details regarding transcripts, please visit the Registrar's webpage [mville.edu/academics/academic-services/office-registrar/transcripts](http://mville.edu/academics/academic-services/office-registrar/transcripts).

## Accessibility Services

For individuals requiring accessible parking and/or deaf or hard-of-hearing seating, please read the following information:

- **Parking** — There will be a designated area for accessible parking. Please place your placard in a visible spot on your windshield and/or identify your needs to Campus Safety as you enter the campus. Accessible parking will be set aside in front of the Berman Student Center. Golf carts will transport individuals back and forth between the seating area and the accessible parking area. Please note that the golf cart service will stop running at 5:45 p.m. sharp for the graduate/doctoral ceremony and 9:45 a.m. sharp for the undergraduate ceremony.
- **Seating** at the ceremony is first come, first served general seating. Volunteers will be available to assist individuals in wheelchairs and those with other special needs in order to be able to be seated with family and friends.
- If you or a family member or friend is deaf or hard of hearing and requires an American Sign Language interpreter, please go to the commencement webpage, click "Accessible Information," and then fill out the form.

Please call the Center for Student Accommodations at 914.323.7127 or 914.323.7129 with any questions.

## Hotel Accommodations

Manhattanville College has obtained special rates at local hotels to help accommodate families who are visiting campus. Please mention Manhattanville College when making reservations for any special deals.

**Courtyard Marriott**  
631 Midland Avenue  
Rye, NY 10580  
Phone 914.921.1110  
[marriott.com](http://marriott.com)

**Cambria Suites — White Plains Downtown**  
250 Main Street  
White Plains, NY 10601  
Phone 914.681.0500  
[cambriasuiteswhiteplains.com](http://cambriasuiteswhiteplains.com)  
*Use this dedicated link for a special Manhattanville rate.*

**Doral Arrowwood**  
975 Anderson Hill Road  
Rye Brook, NY 10573  
Phone 914.939.5500  
[doralarrowwood.com](http://doralarrowwood.com)  
*Use promotional/corporate tab and code of “mville” to receive a special Manhattanville rate.*

## Ceremony Arrival and Duration

Families should arrive one hour before the ceremony starts. Seating is first come, first served.

Although the ceremony length will vary every year, here are some approximate times:

- Undergraduate: 2 hours and 30 minutes
- Graduate and Doctoral: 1 hour and 30 minutes
- Baccalaureate: 1 hour and 30 minutes

## Photography

Island Photography attends the commencement ceremonies to photograph each graduate prior to walking across the stage and as they walk across the stage. Please see their website for further information regarding purchase of photographs.

For families that want to take pictures of the graduates, there is a location outside of the white fenced area on either side of the student seating section, near the stage (see Venue Map). People should plan on moving closer just prior to the start of their graduate's name being called to take a photo. People are asked not linger in the photography areas, as space is limited.

## COMMENCEMENT GIFTS AND MEMORABILIA

### **Announcements and Invitations**

Graduates should visit the Bookstore webpage at [mvilleshop.com](http://mvilleshop.com) to order announcements or invitations.

### **JOSTENS, INC.**

Jostens offers personalized commencement announcements, class rings, and other keepsakes. Please visit their website at [jostens.com/apps/store/customer/1053233/Manhattanville-College/](http://jostens.com/apps/store/customer/1053233/Manhattanville-College/).

### **Graduate Photos**

#### **ISLAND PHOTOGRAPHY**

Please visit the [mville.edu/commencement](http://mville.edu/commencement) and click on Senior Events for the link to Island Photography. Once there, you will be able to schedule an appointment for senior portraits.

# COMMENCEMENT DAY

## **Where's My Grad Seated?**

Graduates are seated by degree and are called to the stage alphabetically. Whether a degree is seated on the left or right side of the center aisle is dependent upon the actual number of graduates in each degree, which is unknown until several days before the event.

## **Services**

- Complimentary programs will be handed out by volunteers.
- Beverages will be sold prior to the start of the ceremonies.
- Flowers are available for purchase on the Quad.
- Staff volunteers are on site to provide assistance.
- Restrooms (including accessible toilets) are located in Founder's Hall and Brownson Hall.

# GRADUATE SEATING CHART\*

PLATFORM

<p style="text-align: center;">SPECIAL GUESTS</p> <p><b>Doctoral and Graduate Ceremony</b> School of Education graduates are seated alphabetically dependent upon the number of graduates.</p> <p><b>Undergraduate Ceremonies</b> Bachelor of Arts graduates are seated alphabetically dependent upon the number of graduates.</p>	<p style="text-align: center;">CENTER AISLE</p>	<p style="text-align: center;">SPECIAL GUESTS</p> <p><b>Doctoral and Graduate Ceremony</b> School of Education and School of Professional Studies graduates are seated alphabetically.</p> <p><b>Undergraduate Ceremonies</b> Bachelor of Arts, Science, Fine Arts, and Music graduates are seated alphabetically dependent upon the number of graduates.</p>
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\* **Please note:** Whether a department is seated on the left or right side of the center aisle is dependent upon the actual number of graduates in each department. This is unknown until several days before the event.

Visit [www.manhattanville.edu](http://www.manhattanville.edu)

MANHATTANVILLE COLLEGE  
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