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:
www.mville.edu/commencement

For specific questions not addressed in this handbook or webpage, please contact:
commencement@mville.edu
IMPORTANT DATES AND DEADLINES

March
Book your College Portraits with Island Photography if you are interested in professional photos at the Castle. The session dates include- March 30/31 and April 7/8 10am-5pm. There is a $10 session fee. They will provide caps and gowns. To reserve a time go to- https://appointments.islandphoto.com/start/1301

March 16
Attend Graduation Fair in the West Room. There will be representatives from Student Accounts, the Bookstore, Island Photography, 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 31
Deadline to order your academic regalia which includes a cap, gown, tassel, and hood at the Bookstore. The Bookstore will be open Monday–Thursday from 10:00 a.m.–5:00 p.m. with a 4 p.m. closing on Fridays and Saturday from 11:00 a.m.–3:00 p.m.

April 25
Starting this week you can pick-up academic regalia and two severe weather tickets at the Bookstore.

May 10
UG Senior Pinning and Toast

May 12
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).

May 13
Undergraduate Commencement Rehearsal
10:30 a.m. Meet in the East Room.

May 14
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).

May 15
Graduates Move Out
12:00 p.m. Graduates move out of residence halls.
UNDERGRADUATE AND GRADUATE COMMENCEMENT PARTICIPATION

Undergraduate and Graduate Commencement Participation
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 the criteria outlined within this policy, be granted permission to “walk” in Commencement exercises. Walking in Manhattanville’s Commencement exercises, 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.

Undergraduate Students
Students who have not yet completed all degree requirements may walk in Commencement exercises if they are expected to complete their degree requirements during the summer. An exception is that Education students with student teaching credits left to complete will not be allowed to walk in the College’s Commencement ceremony.

Graduate Students
Students who have not yet completed all degree requirements may walk in Commencement exercises if they are expected to complete their requirements during the summer. An exception is that Education students with student teaching credits left to complete will not be allowed to walk in the College’s Commencement ceremony.

Doctoral Students
Students who have defended their dissertations prior to the College’s Commencement exercises in May are eligible to walk at the Commencement ceremony. Those who will defend in the summer are invited to walk in the following year’s ceremony.
Housing
ALL graduating students must move out of residence halls no later than 12:00 p.m. on May 15. 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 31; payment is due at the time of your order. For further details please contact the Manhattanville Bookstore by phone (914.323.5323) or by email: mville@bkstr.com.

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 Education (MEd): 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

COMMENCEMENT
Students can bring their academic attire (gown, hood, cap and tassel) to the East Room and staff will be there to assist in dressing you. Please hang your gown up immediately after receiving it from the Bookstore to allow time to unwrinkle. 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. Avoid sharp heels with the grass on the quad and opt for a wedge or flats.

Tickets
Tickets are not required for any of the ceremonies; however, in case of severe weather 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. Seating is first come, first served. A ticket may not guarantee entry.

Live Stream
During the commencement ceremonies a live YouTube broadcast will be provided in the West Room of the Castle, the Berman Center Lobby, and the Music Room. The locations have seating and air conditioning for guests who are looking for comfortable inside viewing.

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. Sharp high heel shoes are not recommended with the grass. Please review the severe weather plan.

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@mville.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.

Diplomas

- 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.
- The Registrar’s Office will contact students at that time, via Manhattanville email and secondary email, with additional information such as: diploma mailing information, diploma pick up information, third-party pick up and international mailing.

**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.
  
  www.mville.edu/academics/academic-services/office-registrar/transcripts

Accessibility Services

For individuals requiring accessible parking and/or hearing-impaired 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 serve 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 hearing impaired 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 Office of Student Accommodations at 914.323.7127 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.

**Hyatt House**
101 Corporate Park
White Plains, NY 10604
Phone 914.251.9700
www.whiteplains.hyatt.com

**Cambria Suites — White Plains Downtown**
250 Main Street
White Plains, NY 10601
Phone 914.681.0500
cambriasuiteswhiteplains.com

*Use this dedicated link for 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

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 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/.

Graduate Photos

ISLAND PHOTOGRAPHY
Please visit the 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 will my Grad be 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.
• The College Bookstore will be open.
# GRADUATE SEATING CHART*

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<thead>
<tr>
<th>SPECIAL GUESTS</th>
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<tbody>
<tr>
<td><strong>Doctoral and Graduate Ceremony</strong> School of Education graduates are seated alphabetically dependent upon the number of graduates.</td>
<td><strong>Doctoral and Graduate Ceremony</strong> School of Education and School of Professional Studies graduates are seated alphabetically.</td>
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<tr>
<td><strong>Undergraduate Ceremonies</strong> Bachelor of Arts graduates are seated alphabetically dependent upon the number of graduates.</td>
<td><strong>Undergraduate Ceremonies</strong> Bachelor of Arts, Science, Fine Arts, and Music graduates are seated alphabetically dependent</td>
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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.*