



OFFICE OF THE REGISTRAR

Congratulations on your academic achievements here at Manhattanville College thus far! As you enter your final term or year here at the College, you will begin thinking about your graduation.

Undergraduate students are required to complete an **Application for Graduation** in Self-Service (Student Planning) by the following dates:

January 2020 graduates: Friday, October 18
May/August 2020 graduates: Monday, February 3

Once you have logged into Student Planning, you will select the Graduation Overview tab in order to apply. Your Program of Study and Primary Major will be displayed followed by your application status. Click APPLY to bring you to the application. (See note below for additional details.)

Degrees are conferred 3 times a year with a yearly Commencement Ceremony in May. You will apply for graduation based off the term in which you expect to complete your degree requirements. The table below details conferral terms based upon the term of completion.

<u>January 2020 Graduates</u>	<u>May 2020 Graduates</u>	<u>August 2020 Graduates</u>
Degree requirements completed in the following terms:	Degree requirements completed in the following terms:	Degree requirements completed in the following terms:
2019 Fall 2019 Fall 1 Module BS 2019 Fall 2 Module BS 2020 Winter Session	2020 Spring 2020 Spring 1 Module BS 2020 Spring 2 Module BS	2020 Summer 1 Term 2020 Summer 2 Term 2020 Summer-Combined 2020 Summer 3 Module BS 2020 Summer 4 Module BS

NOTE: You are applying for graduation based off your **PRIMARY MAJOR ONLY**. Don't be concerned if you don't see your additional major, specializations or minors listed when completing the application. However, by the established deadlines, you must also finalize any changes to your academic program (including additional major, specializations or minors). If you have questions related to this, please speak with the Registrar's Office as soon as possible.

ALL additions/deletions/updates must be completed by the above noted deadlines; changes will not be accepted after this time.

If you have an approved waiver, exception, or substitution, please check that it appears in your Degree Audit (My Progress on Student Planning) by the application deadline.

NOTE: At the time of final degree review, prior to degree conferral, if any requirements are not met for a declared additional major/minor/concentration/specialization, it will be administratively removed and the student will be notified. If a student wishes to cancel their application for graduation at that time delay until a later term, they may do so with the Assistant Dean of Student Success and the Registrar's Office.