



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.

All students expecting to graduate in the 2021-2022 Academic Year are required to complete an **Application for Graduation** in ServiceHub by the following dates:

January 2022 graduates: Friday, November 12

May/August 2022 graduates: Monday, February 21

****note: see below for additional details related to specific schools****

Once you have logged into Student Planning, you will select the Graduation Overview tab in order to apply. Your Program of Study will be displayed followed by your application status. Click APPLY to bring you to the application.

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 14, 2022</u> <u>Graduates</u>	<u>May 12th and 14th, 2022</u> <u>Graduates</u>	<u>August 19, 2022</u> <u>Graduates</u>
Degree requirements completed in the following terms:	Degree requirements completed in the following terms:	Degree requirements completed in the following terms:
2021 Fall 2022 Winter Session	2022 Spring	2022 Summer 1 Term 2022 Summer 2 Term 2022 Summer-Combined

Undergrads/Grads-SAS and SNHS: By the established deadlines listed above, you must finalize any changes to your academic program (including additional majors, 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.

NOTE-Undergrads: 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. 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 to delay until a later term, they may do so with the Assistant Dean of Student Success and the Registrar’s Office. The student should also speak with financial aid to discuss any financial implications that may cause.

SOE Grad/DOC Students: You will be notified by SOE to when the time is appropriate to complete your Application for Graduation in ServiceHub as detailed above. The timing will depend on your submission of the Intent to Graduate form to SOE Advising.

A feature of the application references diplomas and says that they will be automatically mailed; additional information about your address is then requested. Manhattanville College does not automatically mail diplomas; The Registrar’s Office will contact students once degrees are conferred, 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.