
MANHATTANVILLE COLLEGE



COMMENCEMENT HANDBOOK

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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

**DEAN OF STUDENTS OFFICE AND
REGISTRAR'S OFFICE**

commencement@mville.edu

IMPORTANT DATES AND DEADLINES

April 26 **RSVP to Commencement Ceremony**
Students will be required to RSVP and once committed to a particular Commencement ceremony will not be able to switch dates. At the time of RSVP, students will be able to reserve 2 guest tickets that must be presented for entry to the ceremony. RSVP will be available for 10 days once opened; students will be emailed the RSVP link information when available.

May 1 **Deadline to Ordering Academic Regalia through Herff Jones**

May 5 **Deadline to RSVP to Commencement Ceremony**

May 10 **Academic Regalia can be purchased through the Bookstore**
Bookstore Hours: May 10th - May 14th 10:00 a.m. – 5:00 p.m.
 May 15th 10:00 a.m. -4:00 p.m.
 May 17th -20th 10:00 a.m. – 6:00 p.m.
 May 21st & 22nd 9:00 a.m. – 6:00 p.m.
 May 23rd 9:00 a.m. – 6:00 p.m.

May 20 **Doctoral and Graduate Commencement Ceremony at 6 p.m.**
4:30 p.m. Family Check-in/COVID-19 Screening- Spellman Lot
4:30 p.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
5:50 p.m. The procession begins!
6:00 p.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

May 21 **Undergraduate Commencement Ceremony at 10 a.m.**
8:30 a.m. Family Check-in/COVID-19 Screening- Spellman Lot
8:30 a.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
9:50 a.m. The procession begins!
10:00 a.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

May 21 **Doctoral and Graduate Commencement Ceremony at 6 p.m.**
4:30 p.m. Family Check-in/COVID-19 Screening- Spellman Lot
4:30 p.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.

- 5:50 p.m. The procession begins!
- 6:00 p.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

- May 22 Undergraduate Commencement Ceremony at 10 a.m.**
- 8:30 a.m. Family Check-in/COVID-19 Screening- Spellman Lot
 - 8:30 a.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
 - 9:50 a.m. The procession begins!
 - 10:00 a.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

- May 22 Undergraduate Commencement Ceremony at 4 p.m.**
- 2:30 p.m. Family Check-in/COVID-19 Screening- Spellman Lot
 - 2:30 p.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
 - 3:50 p.m. The procession begins!
 - 4:00 p.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

- May 23 Undergraduate Commencement Ceremony at 10 a.m.**
- 8:30 a.m. Family Check-in/COVID-19 Screening- Spellman Lot
 - 8:30 a.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
 - 9:50 a.m. The procession begins!
 - 10:00 a.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

- May 23 Undergraduate Commencement Ceremony at 4 p.m.**
- 2:30 p.m. Family Check-in/COVID-19 Screening- Spellman Lot
 - 2:30 p.m. Student Check-in/COVID-19 Screening- Mini Quad (btw Spellman Hall and Founders Hall) **It is important to be punctual for student check-in and preparation of graduates.
 - 3:50 p.m. The procession begins!
 - 4:00 p.m. Ceremony begins, Quad (rain or shine)

Student can arrive 1 ½ hours prior to ceremony and can remain on campus for up to a ½ hour following the ceremony.

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 NURSING AND HEALTH SCIENCES

Students who have not yet completed all degree requirements may participate in commencement exercises if they expect to have their degrees conferred in August.

SCHOOL OF PROFESSIONAL STUDIES- GRADUATE STUDENTS

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. 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.

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. Students must be within three credits of degree completion.

SAFETY PROTOCOLS

The guidance announced by New York State Governor Cuomo now allows for larger events but with limitations and very clear and strict safety protocols.

All graduates and guests in attendance will need to show:

1. Proof of a negative PCR COVID-19 test taken within **72 hours** of the day of the event **OR**
2. Proof of vaccination. It is important to note that you must be fully vaccinated, which means the day of your event must be at least **14 days** after your second dose of the Pfizer or Moderna COVID-19 vaccine or at least **14 days** after your single dose of the Johnson & Johnson's Janssen COVID-19 vaccine **AND**
3. Have their temperature taken and will be screened for COVID-19 symptoms.

Your documentation needs to be directly from the healthcare provider that performed the test or vaccination. You can display your test results or proof of vaccination on your smartphone or present a physical copy. In addition, The New York State Excelsior Pass provides secure, digital proof of COVID-19 vaccination or negative test results and will also be accepted as documentation. You don't have to be a New York resident to use Excelsior Pass – anyone who received a COVID-19 vaccine or negative test result in the state of New York is eligible. For more information on Excelsior Pass, visit: <https://epass.ny.gov>. To help us ensure a fast and efficient entry, we ask that guests using the Excelsior Pass Wallet app download the app in advance and log in prior to your visit so you have access to your documentation before arriving at the venue.

You will not be allowed to participate and/or attend the ceremony if you do not provide proper documentation as detailed above. In addition, all attendees must wear a face covering/mask at all times and maintain 6-feet of social distancing. If attendees do not follow College policies and procedures that are in place for these events, then you will be asked to leave the campus.

RSVP FOR CEREMONY

Students will be required to RSVP and once committed to a particular Commencement ceremony will not be able to switch dates. This is absolutely necessary to stay within the allowable New York State guidelines and to avoid creating logistical problems with the complicated set-up. At the time of RSVP, students will be able to reserve 2 guest tickets that must be presented for entry to the event. RSVP will be available for 10 days once opened; students will be emailed the RSVP link information when available.

The dates and times are as follow:

Thursday, May 20, 6 p.m.

Graduate and Doctoral Commencement

Friday, May 21, 10 a.m. and 6 p.m.

Undergraduate Commencement – 10 a.m.

Graduate and Doctoral Commencement – 6 p.m.

Saturday, May 22, 10 a.m. and 4 p.m.

Undergraduate Commencement

Sunday, May 23, 10 a.m.* and 4 p.m.*

Undergraduate Commencement

**Sunday ceremonies will only be added as needed.*

Please note:

- All attendees will need to have been tested no more than 72 hours prior to the ceremony or have proof of vaccination (post 14 day waiting period).
- Commencement ceremonies will be held outdoors, rain or shine, and limited to 150 graduating students and two guests per student.
- In case of severe weather, ceremonies will be held in the Chapel **and limited to the 150 graduating students only, no guests, no exceptions.** The decision will be made the day before based on best available weather reports and once made, will not be changed. Information will be posted online and emailed to graduating students should there be a change.
- In all cases, safety protocols will apply including masks and socially distanced seating. Only those graduating will be allowed to remove their mask for a photo prior to crossing the stage.
- You will be able to arrive no more than 1 ½ hours prior to the start of your designated ceremony to check in; you will be allowed to remain on campus ½ hour after your designated ceremony to take pictures. You must leave when asked by any college official as we must clear, clean and disinfect between ceremonies
- Seating for guests will be behind those graduating and is on a first come, first serve basis. Seating will be in pods of 2; socially distanced from other guests.
- Due to COVID protocols, guest must remain in their seats and are not able to move around the ceremony space to get a photo or better view.
- Signs will be posted for restroom locations.

ACADEMIC REGALIA

All graduates, can order their academic regalia through Herff Jones by May 1st. Beginning May 10th, graduates can purchase their academic regalia through the Manhattanville College Bookstore. In order to participate in Commencement, graduates must wear the proper academic regalia.

Students should report to the mini Quad for check-in already dressed in their academic attire (gown, hood, cap and tassel). 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 very careful to use a low wetting. We suggest you wear something with buttons under your gown so the hood can be anchored to a button.

Hood Colors & What That Mean

All tassels should be red and white for undergraduate students and black for graduate students. 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.

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; this includes Nursing students

Master of Arts in Teaching (MAT): wide light blue trim

Master of Science (MS): wide olive trim

Masters 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): light blue trim

DIPLOMA

All degree requirements must be completed and degrees must be conferred before a diploma can be ordered. Diplomas are available approximately 6 weeks after degrees are conferred. Graduates will be emailed additional information regarding diplomas. 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

<https://www.mville.edu/academics/academic-services/office-registrar/transcripts>

HOTEL ACCOMMODATIONS

Manhattanville College recommends the following local hotels:

Courtyard Marriott
631 Midland Avenue
Rye, NY 10580
Phone: (914) 921-1110
www.marriott.com

Cambria Suites- White Plains Downtown
250 Main Street
White Plains, NY 10601
Phone: (914) 681-0500
www.cambriasuiteswhiteplains.com

COMMENCEMENT DAY

Ceremony Arrival & Duration

Graduates and guests will only be allowed to come to campus 1 ½ hours before the ceremony starts. Please review the COVID-19 protocols detailed above.

Live Stream

Each ceremony will be streamed live on the College's main webpage and social media platforms. The ceremonies will also be available through YouTube for future viewing.

Weather

In the middle of May, the weather is usually mild. All ceremonies will be held outside on our Quad lawn, rain or shine. In case of severe weather, ceremonies will be held in the Chapel **and limited to the 150 graduating students only, no guests, no exceptions**. The decision will be made the day before based on best available weather reports and once made, will not be changed. Information will be posted online and emailed to graduating students should there be a change.

Parking and Seating

Should individuals need to be dropped off closer to the ceremony space on the Quad, cars will be directed to the Castle Circle for drop off. After drop off, cars will continue back to the designated parking areas for the ceremony attendees.

Seating for guests will be behind those graduating and is on a first come, first serve basis. Seating will be in pods of 2; socially distanced from other guests.

Photography

Island Photography attends the commencement ceremonies and will photograph each graduate prior to walking across the stage. Students may remove their masks **ONLY** at this time for their picture.

COMMENCEMENT GIFTS AND MEMORABILIA

Announcement and Invitations

Graduates should visit the Manhattanville College's Bookstore webpage at www.mvilleshop.com to order announcements or invitations.

Jostens, Inc.

Jostens offers personalized commencement announcements, class rings, and other keepsakes. Please click [HERE](#) to view their merchandise.

Island Photography

Please visit www.mville.edu/commencement and click on Senior Events for the link to Island Photography. Once there, you can be able to schedule an appointment for senior portraits.

MEALS FOR RESIDENTIAL STUDENTS

Residential graduates will have meals provided from May 15th – May 23rd. Additional information regarding times and location will be sent via email to those students.

MOVING OUT OF HOUSING

Only 2021 residential graduating students may remain in the residence hall after May 15th.

Residential Students who are graduating must vacate their residence hall space **24 hours after their graduation ceremony** or by May 24, 2021 by noon, whichever comes first.

In order to be thoughtful of graduation ceremonies, we ask that you **DO NOT plan to move out during the following times:**

- Thursday, May 20, 5pm-8pm
 - Friday, May 21, 10am-1pm and 5pm-7pm
 - Saturday, May 22, 10am-1pm and 2pm-4pm
 - Sunday, May 23, 10am-1pm and 2pm-4pm
- *Sunday ceremonies will only be added as needed.*

Visit www.manhattanville.edu

MANHATTANVILLE COLLEGE
2900 Purchase Street, Purchase, NY 10577