

5 STEPS TO 2017 GRADUATION



Step 1

APPLY FOR GRADUATION

You must complete the Graduation Application form. The Graduation Application form is available online through your MMC Connect.

Done?

Step 2

ORDER YOUR CAP & GOWN

Monday, November 14, 2016 through Friday, March 24, 2017

Visit www.oakhalli.com/marymountmanhattancollege to order your regalia for the 2017 Commencement Ceremony. There is no charge to the student for this order as the charges for attire are included in the Graduation fee. The regalia will be shipped to the College. Orders must be placed by Friday, March 24, 2017.

Done?

Step 3

ATTEND SENIOR DAYS

Monday, March 6, 2017 & Tuesday, March 7, 2017

Stop by our tables in the Hewitt Gallery to confirm that you are on track to graduate and to make sure you are up to date on all Senior Graduation information!

- Run a current program evaluation—it should confirm that you are on track to complete all degree requirements at the end of the spring semester, including the 120 credits you need to graduate and any course substitutions!
- Did you borrow loans? Complete the required online Exit Counseling Session!
- Make sure all of your holds have been removed (balances, exit counseling, library holds, etc.)

Done?

Step 4

ORDER YOUR COMMENCEMENT CEREMONY GUEST TICKETS

Monday, March 6, 2017 through Friday, April 7, 2017

Complete your Commencement Ceremony Guest Ticket Request Form to order your guest tickets for the 2017 Commencement Ceremony. Students participating in the Commencement Ceremony (you!) will not need a ticket for admission. The link to the form will be emailed to your MMC email account on Monday, March 6, 2017. The deadline to order guest tickets is Friday, April 7, 2017.

Done?

Step 5

COMMENCEMENT CEREMONY PACKET PICKUP

Monday, April 24, 2017 & Thursday, April 27, 2017

You will receive an email from the Center for Student Services confirming you are cleared for graduation. If you are cleared, you may pick up your cap and gown, guest tickets, and other important information on Monday, April 24, 2017 or Thursday, April 27, 2017 from 10:00 a.m.—6:00 p.m. in the Regina Peruggi Room.

Done?

Don't miss out!

Keep an eye out for emails from graduation@mmm.edu.

Informational updates will be available through Blackboard.

YOU ARE READY TO COMMENCE!
Friday, May 19, 2017 at 3:00 p.m.
David Geffen Hall, Lincoln Center

FAQ's & SENIOR EVENTS!

Frequently Asked Questions

1. What is Graduation?

Graduation occurs once a student has completed all degree requirements and met all financial obligations to the College. In order to officially graduate from Marymount Manhattan College, the following must occur: 1) The student files the Application for Graduation Form; 2) All final grades are submitted; 3) The Registrar confirms that all degree requirements have been fulfilled; 4) All financial obligations to the College have been met. The official graduation date is based on when a student completes all degree requirements.

2. What is the Commencement Ceremony?

The Commencement Ceremony is a celebration for students who are on track to graduate at the end of the spring semester. These students are automatically invited to participate in the Commencement Ceremony. It should be noted that participating in the Commencement Ceremony does not indicate graduation from Marymount Manhattan College. Students officially graduate only after completing all degree requirements.

3. Can I participate in the Commencement Ceremony if I have outstanding academic requirements?

Students with 6 credits or fewer of outstanding degree requirements at the end of the spring semester may submit the Special Request for Permission to Participate in Commencement Ceremony form by **Monday, May 1, 2017**. With this form, students must submit documentation of their plan to complete these outstanding requirements by the end of the summer after the Commencement Ceremony. Students will receive an email once this form has been reviewed and a decision has been made.

4. Can I participate in the Commencement Ceremony if I have outstanding financial obligations?

Students who are academically eligible for participation in the Commencement Ceremony are expected to settle their financial obligations to the College before being permitted to participate. To check their balance, students can log on the portal in MMC Connect. If they have an outstanding balance, they will see an AR hold, which they must resolve through payment of their account balance **Monday, May 1, 2017**. Students who have an outstanding balance that they cannot resolve before the ceremony must meet with Student Accounts to arrange for a payment plan and submit the Special Request for Permission to Participate in Commencement Ceremony form by **Monday, May 1, 2017**. The student will be notified once a decision has been made.

5. Who do I contact if my Program Evaluation shows that I am not on track to complete all of my degree requirements by the end of the spring semester?

If you believe that there is an error on your Program Evaluation, you should meet with your faculty advisor, department chair, or division chair as soon as possible. You should also reach out to them if there are Course Substitutions missing from your Program Evaluation. Note that Course Substitution Forms need to be approved and submitted by Division Chairs or Department Chairs electronically to the Center for Student Services. If you have discussed a course substitution with your faculty advisor, please confirm with the Division or Department Chair to ensure that the form was submitted.

6. Do I have to complete Online Exit Counseling?

Students who have borrowed federal loans while in college must complete an online Exit Counseling Session during their last semester. If you did not borrow federal loans while in school then you will not need to complete this requirement. February graduates will be notified in late December if an Exit Counseling Session is required; June graduates will be notified in late February/early March. The instructions on how to complete the Exit Counseling will be included in your notification.

7. How do I apply for guest tickets to the Commencement Ceremony?

Each graduating senior is guaranteed up to 6 guest tickets. On Monday, March 6, 2017, graduates will receive an email with the link to the Guest Ticket Request Form. All graduates should fill out this form to confirm the total amount of guest tickets they need for the Commencement Ceremony. Students will not need a ticket for themselves.

8. How do I request special accommodations for the Commencement Ceremony?

Special accommodations for the Commencement Ceremony, such as wheelchair accessible seating, can be requested at any time by emailing graduation@mmm.edu. Please notify the Office of Student Affairs by Friday, May 5, 2017.

9. What are Honor Cords and who gets them?

Honor Cords are special cords given to a cohort of students to indicate their membership in various academic and student leadership activities. They should be worn around the neck on the outside of a student's cap and gown. At MMC, Honor Cords are given to members of the National Honor Societies, the College Honors Program, Core Council, Senior Marshals, and Veteran students. The Honor Cords will be included in the commencement packets.

Senior Events!

100 Nights: I Love the 90's

Thursday, February 16, 2017, 5:30 p.m.—8:00 p.m.

Senior Days

Monday, March 6, 2017, 10:00 a.m.—6:00 p.m.

Tuesday, March 7, 2017, 10:00 a.m.—6:00 p.m.

Commencement Packet Pickup

Monday, April 24, 2017, 10:00 a.m.—6:00 p.m.

Thursday, April 27, 2017, 10:00 a.m.—6:00 p.m.

Senior Awards Ceremony

Sunday, May 7, 2017, 11:00 a.m.—1:00 p.m.

Commencement Ceremony

Friday, May 19, 2017, 3:00 p.m.—5:00 p.m.



For more information, visit
www.mmm.edu/commencement