



COMMENCEMENT BULLETIN #2
December 2009

RECEIPT OF THIS BULLETIN DOES NOT INDICATE ELIGIBILITY FOR GRADUATION.

Official confirmation of graduation status is determined by the Registrar.

Congratulations!

According to our academic records, you are about to complete your studies at Marymount Manhattan College. To confirm that our records correspond with your plans, you will need to take one of the following steps:

- Confirm your graduation status by meeting with Ruth Falconer (Center for Student Services, Lower Level, Nugent) to ***complete your Degree Audit immediately if you have not already done so***; and then continue reading the information below about graduation and senior-related events

or

- Email studentaffairs@mmm.edu to inform us if you would not be eligible to participate in the graduation ceremonies in May 2010 because you plan to complete your degree at a later date.

FEBRUARY 2010 GRADUATES:

- For those seniors who will complete their coursework at the end of the Fall 2009 semester or the January 2010 session and plan to participate in Commencement, please email Miwa Yoshikami at myoshikami@mmm.edu with your contact information, including full name, student ID number, email address, mailing address, and phone number.
- If you have borrowed Federal Stafford loans while in college, you must complete a required online exit counseling session before the end of the semester. Any February 2010 graduating student who has borrowed a Federal Student loan and has not completed the online exit counseling will have a Financial Aid hold placed on their account by Monday, January 4th. Please visit www.nsls.ed.gov for federal loan history and www.mappingyourfuture.org/OSLC to complete exit counseling. If you have any questions, please visit the Center for Student Services.

SEPTEMBER 2010 GRADUATES:

- For those seniors who will complete their coursework at the end of SUMMER 2010 and who would like to participate in Commencement 2010, please email Ruth Falconer at rfalconer@mmm.edu to request permission to participate in the ceremonies in May 2010 if you have not done so already. (You may have no more than 6 credits to complete after the end of Spring 2010.)

FOR ALL GRADUATES:

- If you plan to participate in the Baccalaureate and/or Commencement ceremonies in May 2010, please read the detailed information below and follow the instructions.
 - If you are not planning to participate in either ceremony, please email studentaffairs@mmm.edu.
 - Check your Marymount Manhattan e-mail account regularly for graduation updates. You can also find past emails and mailings regarding your senior year at <http://www.mmm.edu/current/student/senioryear.html>
 - If you have borrowed Federal Stafford loans while in college, you must complete a required online exit counseling session before the end of your last semester. Please visit www.nsls.ed.gov for federal loan history and www.mappingyourfuture.org/OSLC to complete exit counseling. If you have any questions, please visit the Center for Student Services.
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IMPORTANT INFORMATION AND DEADLINES FOR ALL SENIORS

MARCH 2010

1. NOMINATIONS FOR AWARDS: You must complete and return all of the enclosed forms to the Office of Student Affairs by **Monday, March 15, 2010**. These include:
 - a. Awards of Distinction Applications (attached to this email)
 - b. Ballots for Senior-Nominated Awards (attached to this email)
2. ORDERING ACADEMIC ATTIRE: All students participating in Baccalaureate and/or Commencement must wear academic attire: black gown, cap with tassel, and an academic hood. This year your academic attire will be yours to keep. We are excited to tell you that the gown is made from recycled plastic. All academic attire is provided by MMC, but must be ordered by you. Go to <http://www.oakhalli.com/MarymountManhattanCollege/>. The site is currently up and running. Be sure to indicate your degree when you place your order. The last day to order your academic attire is **Wednesday, March 31, 2010**. All attire will be *shipped to the College* and distributed at Senior Packet Pick-up in May.

APRIL 2010

3. SENIOR SLIDE SHOW PHOTOGRAPH SUBMISSIONS: You may submit photographs for the Senior Slide Show, which will be presented at the Alumni Induction Dinner in May. All submissions are due by **Friday, April 30, 2010**. The senior marshals will email you with information on how and where to submit photographs.

MAY 2010

4. TICKETS FOR BACCALAUREATE AND COMMENCEMENT: Each Graduating Senior receives **2** guest tickets for Baccalaureate and **4** guest tickets for Commencement. (Graduates do not need tickets for themselves for either event.) Tickets are distributed at the time you pick up your academic attire. You may request additional tickets at that time as well. ***Senior Packet Pick-Up will take place on Monday, May 3rd, & Tuesday, May 4th between 11:00 am and 6:00 pm***

JUNE-JULY 2010

5. DIPLOMAS are mailed approximately 60 days after the date of degree completion, normally by the end of July, for May 2010 graduates. If any student needs an official letter of degree completion, s/he may request one from the Center for Student Services on or after the date that final grades have been verified (normally after June 1, 2010).

GRADUATION ACTIVITIES AND EVENTS

Senior Yearbook Photos- *Monday, February 8, 2010, from 10:00 am – 7:00 pm (Regina Peruggi Room)*
Tuesday, February, 9, 2010, from 10:00 am – 7:00 pm (Regina Peruggi Room)
Thursday, March 4, 2010, from 10:00 am – 7:00 pm (Regina Peruggi Room)

You can make an appointment to sit for your senior portrait in February by logging into Herff Jones' 24-hour scheduling site, WWW.OURYEAR.COM, and entering school code 87196. You can also call 1-800-OUR-YEAR™ (687-9327), during normal business hours, to schedule an appointment. (Appointments for the final sitting in March will not be available until after the February portrait sittings.) When you schedule your appointment, you will receive complete information on how to prepare for your portrait sitting and other pertinent information.

100 Nights Celebration- *Thursday, February 11, 2010, from 8:00 pm - 12:00 am (Session 73, 1359 First Avenue at 73^d Street).* This event is the first graduation event of the Spring semester and offers graduating seniors an opportunity to celebrate their last 100 days at MMC! Only graduating seniors may attend.

Senior Class Ring Sales- *Wednesday, February 24, 2010, from 12:00 pm – 4:00 pm (Black and White, West)*
Monday, March 15, 2010, from 12:00 pm – 4:00 pm (Black and White, West)
Tuesday, March 16, 2010, from 12:00 pm – 4:00 pm (Black and White, West)

If you can't make it on these days, the rings are also available online at <http://extranet.herffjones.com/college/rings>

Senior Week- *Week of April 19-26, 2010* Career-related, social, and community service events will be hosted this week. More information to come at a later date.

Senior Packet Pick-up- *Monday, May 3^d & Tuesday, May 4^h between 11:00 am and 6:00 pm (Center for Student Services, Lower Level)* All graduating seniors must pick up their Senior Packets during one of the dates and times listed above. Each packet will contain: information about Commencement, one cap, one gown, one hood (signifying your respective degree), one black tassel, 2 guest tickets for the Baccalaureate Ceremony, and 4 guest tickets for the Commencement Ceremony. Honor Society tassels will also be distributed. You may also request additional tickets for Baccalaureate and/or Commencement at this time; however, we cannot guarantee that all extra tickets requested will be fulfilled.

The Class of 2010 Alumni Association Induction Dinner- *Wednesday, May 19^h at 6:00 pm (The Great Hall).* This dinner officially welcomes you into the Marymount Manhattan College Alumni Association and is co-sponsored by the Alumni Association and Student Affairs. During this ceremony, graduates receive their alumni pins, acknowledge the recipients of this year's Outstanding Faculty and Outstanding Administrator Awards, and view the Class of 2010 Slide Show. Dinner will be served. Due to space constraints, only graduating seniors may attend. Sorry, no guests are permitted.

The Baccalaureate Ceremony- *Friday, May 21st at 2:00 pm (Church of St. Paul the Apostle, 405 West 59th Street)* Check-in is promptly at 1:00 pm. The Baccalaureate ceremony will be hosted at Church of St. Paul the Apostle, which is located on Columbus Avenue between 59th and 60th Streets. Students must bring their academic attire and enter the Church hall via the side entrance at 405 West 59th Street for line-up and instructions. Seniors are allotted 2 guest tickets for this event, but additional tickets may be requested at Senior Packet Pick-up in May. *There will be a Pre-Baccalaureate Meeting beginning at 1:15 pm.*

GRADUATION ACTIVITIES AND EVENTS (Continued)

What is Baccalaureate?

Baccalaureate is a tradition of liberal arts colleges and celebrates the life of learning valued by members of an academic community. To symbolize the graduate's academic accomplishment and commitment to learning, candidates for degrees are presented with a bachelor's hood, the third component of academic attire, in addition to the cap and gown. The hood is lined with the college's colors, blue and white, and trimmed on the outer edge with the color representing the graduate's degree -- white for the BA degree; gold for the BS degree; and, brown for the BFA degree. An additional feature of the Baccalaureate ceremony is the awarding of honors and awards to members of the graduating class. We encourage all graduates to participate in Baccalaureate to be honored for their completion of this academic milestone. This is an extremely memorable experience, thus, students and families are encouraged to attend.

Pre-Commencement Meeting- Friday, May 21st at 3:45 pm (Lincoln Center, Avery Fisher Hall) Check-in at Avery Fisher Hall (located at 10 Lincoln Center Plaza) begins at 3:30 pm at which time students will obtain a card indicating their seat assignment. All Seniors are required to be in their seats with their cards by 3:45 pm. During the meeting, students will be given important instructions for the ceremony, regarding recitation of names and scholarly achievements, and will be lined up in order for the procession.

Sixty-First Commencement Exercises- Friday, May 21st at 5:00 pm (Lincoln Center, Avery Fisher Hall) Marymount Manhattan College's 61st Commencement exercises will be held at Avery Fisher Hall, located at 10 Lincoln Center Plaza. Guests will be admitted to the Hall beginning at 4:40 pm to take their seats. Seniors are allotted **4** guest tickets for the Commencement Ceremony. Graduating seniors may request additional tickets at Senior Packet Pick-up. All guests must have a ticket to be admitted to Avery Fisher Hall. Due to Lincoln Center fire codes and policies, children who cannot fit on a lap (under the age of 3) will not be permitted to enter Avery Fisher Hall without a ticket. If any guests or graduating seniors require special accommodations, please inform the Student Affairs office by **May 10th** by calling 212-774-0750, by emailing myoshikami@mmm.edu, or by stopping by the Student Affairs office, Suite 807, Main. The College cannot ensure special accommodations if requests are not made by this date.

NOTE TO SENIORS WHO MUST TAKE SUMMER COURSES: A student who has a maximum of 6 credits to complete and will have a graduation date of September 1, 2010, may request permission "to walk" at the Commencement ceremony held the previous spring, provided s/he has registered and paid for the appropriate coursework for the summer 2010. If such permission is granted and the student elects to walk, s/he automatically forfeits any and all MMC honors for which s/he may have been eligible, because his/her degree will not be formally completed by the date of the ceremony. **STUDENTS WHO WISH "TO WALK" IN MAY MUST COMPLETE THEIR DEGREE AUDITS NO LATER THAN APRIL 30, 2010.** (Meet with Ruth Falconer at the Center for Student Services.)

CAUSES OF GRADUATION DATE DELAYS: Degree requirements must be completed within a certain time period. Any delay in satisfying coursework or submitting official documents (i.e. course substitutions, transfer credits from another institution, course waiver, etc.) by this deadline will postpone your official graduation date. If you are a June candidate, for instance, and receive a final grade of "INC" – (Incomplete) in any of your required courses, your graduation date will no longer be June 1. The same applies to September graduates. Your graduation date will be postponed to the next period, and will be determined by the date when you satisfy the incomplete grade and when your professor(s) submits the official change of grade form to the Center for Student Services.

STUDY ABROAD/TRANSFER CREDIT: It is recommended that you **not** take study abroad courses in your final semester. Transcripts may be received after the graduation deadline. In cases where your transcripts are not received on time, your graduation date will be postponed to the next graduation period.

HONOR SOCIETIES

All Graduating Seniors who have been formally inducted into one or more of the College's honor societies are allowed to wear the tassel associated with that honor society at the Baccalaureate and Commencement ceremonies. Following is a list of the Honor Societies at MMC, along with a description of the tassel for each society. Members are recognized collectively during the Baccalaureate ceremony. (Tassels are distributed at Senior Packet Pick-Up in May)

Alpha Delta Sigma is the National Advertising Honor Society. Its distinctive tassel is red and white.

Alpha Chi is the national honor society dedicated to the pursuit of knowledge and scholarship. Its distinctive tassel is navy blue and green.

Kappa Delta Pi is the International Honor Society in Education. Its distinctive tassel is forest green and purple.

Lambda Pi Eta is the National Communication Association's Honor Society. Its distinctive tassel is red and white.

Omicron Delta Kappa is the National Leadership Honor Society for college students. Its distinctive tassel is royal blue and white.

Psi Chi is the National Honor Society of Psychology. Its distinctive tassel is royal blue.

Pi Sigma Alpha is the National Political Science Honor Society. Its distinctive tassel is red and black.

Sigma Beta Delta is the International Honor Society for Business, Management and Administration. Its distinctive tassel is dark green and gold.

Sigma Tau Delta is the International English Honor Society. Its distinctive tassel is deep red and black.

GRADUATION HONORS

At Marymount Manhattan College the official dates for the completion of degree requirements are February 1, June 1, and September 1. Commencement ceremonies, including Baccalaureate are held only once a year in May. All graduation honors are conferred at this time. At the Baccalaureate exercises, all those who have completed degree requirements since the previous Commencement (*and were not granted permission "to walk" at the previous year's ceremony*) are awarded any honors to which they are entitled. To be eligible for all honors, students must have completed at least 60 credits at MMC by her/his graduation date. (Note: Calculation of the required cumulative grade point average will be based only on those MMC credits earned before the Spring Commencement at which the honor is conferred.) Any credit earned through the Prior Learning Experience process or awarded for CLEP or other proficiency examinations will not count toward eligibility for honors. Students who have unresolved Incompletes or students under suspension will forfeit their eligibility for honors.

GRADUATION HONORS (Continued)

Graduates may receive any of the following honors:

National Honors: *(Awards of the national honors are based on the **final** calculation of the student's cumulative grade point average, and may be adjusted after the ceremony.)*

Summa cum laude: those who have a grade point average of 3.90 or higher are awarded this distinction, which is noted on the student's diploma.

Magna cum laude: those who have attained a grade point average of 3.70 or higher are awarded this distinction, which is noted on the student's diploma.

Cum laude: those who have attained a grade point average of 3.50 or higher are awarded this distinction, which is noted on the student's diploma.

MMC Honors:

Gerard Scholar

Gerard Scholar is the highest scholastic honor Marymount Manhattan College bestows. To be named Gerard Scholar, a graduating senior must have completed at least 60 college credits at MMC and have maintained a cumulative grade point average of 3.90 or higher; no more than 2 courses or 6 credits may have been taken under the Pass/Fail option.

Curian Honors

Curian Honors are bestowed on the basis of academic achievement. A graduating senior is eligible if his/her cumulative grade point average is between 3.70 and 3.89, based upon the completion of at least 60 credits earned at Marymount Manhattan College; no more than 2 courses or 6 credits may have been taken under the Pass/Fail option.

Gold Keys

A Gold Key is awarded in each discipline to one graduate who has achieved a high degree of excellence in her/his chosen academic field. The criteria for the major medal are: 3.50 GPA based on all credits in the major field completed by Commencement; a cumulative GPA of 3.00 based on the 60 or more credits taken at MMC; command of subject matter; self-reliance in independent learning and research ability; written clarity of expression; verbal clarity of expression, and breadth of purpose.

Valedictorian

The Valedictorian is the senior who maintains the highest cumulative grade point average based on the highest number of credits earned at MMC. To qualify, students must have earned a minimum of 60 institutional credits.

For more information about graduating with awards and/or honors, please contact the Office of Academic Affairs at (212) 517-0520.

AWARDS OF DISTINCTION

Applications are attached and will be accepted in the Office of Student Affairs (Room 807, Main) until **Monday, March 15, 2010**.

The Rowley Founder's Medal

Established in memory of Mother Rita Rowley, founder of Marymount Manhattan College, the Rowley Founder's Medal is awarded to the senior who, through extraordinary determination and effort, has been able to attain educational achievement.

The Raymunde McKay Award

Established in memory of Sister Raymunde McKay, the first President of Marymount Manhattan College, the Raymunde McKay Award is awarded to the senior who has made an outstanding contribution toward meeting the problems and demands of our society through service at Marymount Manhattan College and in the larger community.

The MMC Crest

Established by the College in memory of Mother Joseph Butler, who was responsible for establishing a network of colleges throughout the United States called "Marymount," the MMC Crest is awarded to the senior who has best demonstrated the spirit and embodiment of the educational mission of MMC: academic excellence and leadership within a strong liberal arts program.

The Trustees' Award

In recognition of student leadership and volunteerism, the Trustees' Award is awarded to a senior who has made a significant contribution to the building of community among the students at Marymount Manhattan College.

The Silver "M"

Through faculty and staff nomination, the Silver "M" is awarded to seniors who have shown overall leadership and contributive involvement in the College during their years at Marymount Manhattan College. (No student application necessary for this award.)

SENIOR-NOMINATED AWARDS~ Cast your vote!

The Senior Class selects the recipients for the following awards. Ballots are attached and will be accepted in the Office of Student Affairs (Room 807, Main) until **Monday, March 15, 2010**.

Outstanding Administrator Award

The Senior Class selects a member of the Administration who has been supportive and encouraging to them during their years at Marymount Manhattan College. The administrator with the most nominations will be presented with an honorary plaque during the Class of 2010 Alumni Association Induction Dinner in May.

Outstanding Faculty Award

The Senior Class selects a member of the Faculty who has been supportive of them during their years of study at Marymount Manhattan College. The Faculty member with the most nominations will be presented with an honorary plaque during the Class of 2010 Alumni Association Induction Dinner.

The Alumni Association Medal

This medal is awarded to the senior who, in the opinion of her/his classmates, has shown outstanding leadership and has made the most noteworthy contribution to Marymount Manhattan College. The Alumni Association Medal will be awarded during the Baccalaureate ceremony.

Senior Class Speaker

The Senior Class selects the Senior Class Speaker who, in the opinion of her/his classmates, has made the most consistent contribution in fostering community spirit among the graduating class. Once the nominations are tallied, the candidate's name is forwarded to the Vice President of Student Affairs. The graduating senior who is selected as the Senior Class Speaker will make brief, inspirational remarks during the Commencement ceremony.