



MarymountManhattan

a college of the liberal arts

January 27, 2009

Dear MMC's Class of 2009 Family:

As the spring semester begins, it's time to start thinking about the closing events of your student's undergraduate career at MMC. To assist you in your planning process, included below is some important information. We hope you are looking forward to our upcoming Baccalaureate and Commencement celebrations this spring on Friday, May 22, 2009. We are honored to share this special day with you. In early May, seniors will pick up their caps and gowns and receive their **2** guest tickets to Baccalaureate, and **4** guest tickets to Commencement. Should your graduating senior or anyone in attendance at Baccalaureate or Commencement need special accommodations, please contact the Student Affairs office at 212-774-0750 to let us know of your needs.

For those traveling from outside of New York City, we have reserved a limited number of rooms at the Bentley Hotel from Wednesday, May 20th – Monday, May 25th, 2009.

Bentley Hotel

500 East 62nd Street (between York Avenue and FDR Drive)
New York, NY 10021

Reservations can be made at:

Sales Department: 212-247-5000, ext. 7007
Via Fax: Amsterdam Hospitality Sales - 212-707-8555
Via Email: LisaNewYorkCity@aol.com

You must request a reservation under Marymount Manhattan College Graduation Group (G#1100). There is a two night minimum. Make your reservations early. The following rates* are available until **April 10, 2009** or earlier until the block of rooms has depleted:

- ❖ Single/Double: \$237.00 plus tax per night (1 or 2 persons/1 Bed)
- ❖ Two Double Beds: \$267.00 plus tax per night (1 or 2 Persons/2 Beds)
- ❖ Deluxe Suite: \$367.00 plus tax per night (3 Persons/1 King bed and 1 pull out sofa bed (Queen))

*Please note that rates do not include taxes of 14.25% (occupancy tax), plus \$3.50 (NYC tax) per room, per night, or plus \$5.50 (NYC tax) per suite per night. All taxes are subject to change.

Please know that you may be able to reserve less expensive hotel options on your own by going online to www.hotels.com or www.hotelsnyc.com. Please feel free to do so. We suggest you make your reservations early.

BACCALAUREATE

Friday, May 22, 2009, from 9:30 am – 11:30 am

Church of Saint Paul the Apostle

405 West 59th Street (Entrance is located on Columbus Avenue between 59th and 60th Streets)

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.

Students will need to arrive by 8:30am for a Pre-Baccalaureate meeting. Doors for general admission will open at 9:00am. **Students are allowed 2 guest tickets for this event**, but can request additional tickets at Senior Packet Pick-up in early May. Students **will not** need a ticket for themselves.

COMMENCEMENT

Friday, May 22, 2009, from 2:30 pm – 4:30 pm

Avery Fisher Hall, Lincoln Center

West 65th Street and Broadway

Marymount Manhattan College's 60th Commencement exercises will be held at Avery Fisher Hall, located at Lincoln Center. **Graduating seniors are required to attend a pre-commencement meeting, which begins at 12:30 pm.** After the meeting, graduates will not be permitted to see their friends and families until after the ceremony. **Graduates must return their academic attire immediately after the ceremony. Please plan to take pictures before the event.**

Guests will be admitted into the Hall at 2:00 pm. The procession will begin promptly at **2:20 pm. Students are allowed 4 guest tickets for this event**, but can request additional tickets at Senior Packet Pick-up in early May. Students **will not** need a ticket for themselves. 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.

IMPORTANT DEGREE INFORMATION

We will be communicating all information related to graduation to the seniors throughout the spring semester via MMC email. Please urge them to check their email frequently. Information will also be provided at <http://www.mmm.edu/current/student/senioryear.html>. If you have questions or need additional information, feel free to call the Office of Student Affairs at 212-774-0750.

Graduation Clearance

Receipt of this mailing does not indicate eligibility of graduation in May. Prior to graduation, each graduating senior must complete a Degree Audit that lists all pending requirements for graduation. They must meet with Ruth Falconer in the Center for Student Services before April 30, 2009 to ensure that there are no unresolved pending requirements that could affect their ability to graduate in May 2009. Only students who have completed their Degree Audit are confirmed with a graduation date and will then begin receiving information regarding graduation via email.

Seniors who have received student or parent loans must complete a Financial Aid Exit Interview Form. The form can be found online at www.mappingyourfuture.org. Seniors with outstanding balances to the College must see the bursar in the Center for Student Services.

Diplomas, Honors and Awards

Because Commencement occurs less than one week after the completion of final exams, we are unable to process all grades to ensure students have successfully completed their course requirements prior to the ceremony. As a result, the Center for Student Services will contact students once the completion of all course requirements are confirmed, and diplomas are ready for pick-up or to be sent home. If students need a letter of degree completion, the graduate may contact the Center for Student Services at (212) 517-0500.

In addition, you may notice in the program that awards and honors are based on grades through Fall 2008. Summa, magna and cum laude designations will be verified and adjusted accordingly after spring grades are confirmed and final transcripts are reviewed. Should a student's status change or improve, it will be noted on the diploma and transcript.

OTHER SENIOR-RELATED EVENTS AND INFORMATION

100 NIGHTS CELEBRATION

Thursday, February 5, 2009 at 9:00 pm

Branch NY
226 East 54th Street

Seniors will celebrate on this night, which is approximately 100 nights before graduation. This celebration is **open to graduating seniors only**. No guests are permitted.

ALUMNI ASSOCIATION INDUCTION DINNER

Wednesday, May 20, 2009, at 6:00 pm

Marymount Manhattan College – Great Hall

Seniors are welcomed into the Alumni Association, and will receive their alumni pin. Dinner will be served. Due to space constraints, this event is **open to graduating seniors only**. No guests are permitted.

SENIOR PACKET/CAP AND GOWN PICK UP

Monday, May 4th & Tuesday, May 5th, 2009 from 11:00am – 6:00pm

Location to be determined

All graduating seniors must pick up their Senior Packet which includes cap, gown, hood, and tickets in a location to be determined during one of the dates and times listed above.

CLASS RINGS

Class rings will be on sale through Herff Jones in the Black and White Halls at the College during the following dates and times:

- ❖ Wednesday, February 25th, from 12:00 pm – 4:00 pm
- ❖ Tuesday, March 10th from 12:00 pm – 4:00 pm
- ❖ Wednesday, March 11th, from 2:00 pm – 6:00 pm

MMC SCHOOL STORE

For those interested in purchasing school paraphernalia for your graduating senior, items can be ordered by calling Dining Services at 212-517-0585.

Items on sale include:

Tote Bag	Short Sleeve T-shirt	Travel Mug
Messenger Bag	Sweatpants	Eatgreen Reusable Bag
Umbrella	Baseball Hat	Eatgreen Reusable Travel Mug
Hooded Sweatshirt	Key Chain	
Crewneck Sweatshirt	Pen	
¾ Sleeve Baseball-Style T-shirt	Long Decal	
	Round Decal	

MEMORY BOOK

Graduating seniors who wish to have their senior portrait in the Memory Book, should schedule appointments in advance for a time slot with the photographer. The final sitting for senior portraits for the Memory Book and graduation is February 11, 2009. Students should schedule appointments in advance on their own by logging onto www.ouryear.com and entering school code 87196, or by calling 1-800-OUR-YEAR (1-800-687-9327).

We, together with you, look forward to a very productive Spring 2009 and to a beautiful commencement.

Sincerely,



Carol Jackson
Acting Vice President for Student Affairs