

COMMENCEMENT GUIDE FOR GRADUATING STUDENTS

June 15, 2019

3:00 pm

Jacob K. Javits Center
11th Avenue between 34th and 39th Streets



CLASS OF:

August 2018

December 2018

April 2019

The College will be honoring students who satisfactorily completed degree requirements for the semesters ending in August 2018, December 2018, and April 2019 during a Commencement Ceremony to be held on Saturday, **June 15, 2019**.

The commencement ceremony provides an opportunity for Metropolitan College (MCNY) to pay special tribute to our graduates for the outstanding efforts they have shown in earning their degree, and an opportunity for the college to share the excitement and importance of academic accomplishments with faculty, fellow graduates, families, and friends. We hope that all graduates will join us in the celebration of academic achievement at this very important event.

Please review this booklet as it contains important information about the college commencement. If you have additional questions after reading the booklet, please email Michael Molina, Director of Student Services at MMolina@mcny.edu or visit our webpage <https://www.mcny.edu/current-students/student-services/#graduation>.

Make sure you check your MCNY email account frequently, as additional graduation and commencement information may be sent to you via email.

Thank you and we look forward to seeing you on June 15th!

BEFORE THE DAY OF COMMENCEMENT

APPLICATION FOR GRADUATION

To be eligible to graduate, you must complete an application for graduation that is available at the Registrar's Office and on the MCNY website at: <http://www.mcny.edu/pdfs/registrar/REGAppforGrad.pdf>. You must file the application prior to the published deadline for the semester of intended graduation. **If you do not complete the application form you will NOT be listed on the commencement program.** After an application is filed, records are then checked and eligibility for graduation is confirmed. The Office of the Registrar will then prepare the list of students who qualify to participate in commencement. If you have questions about participating in commencement call the Registrar at 212-343-1234 ext. 5008.

If you have 9 credits or less to complete your degree in Summer 2019, and you are registered for all remaining courses, you may complete a form with the Registrar for special permission to walk at the June 2019 Commencement. Students who register for more than 9 credits to complete their degree in Summer 2019 may apply to the Commencement Committee for special consideration to participate in the 2019 ceremony.

INTERNATIONAL STUDENTS

International students can request a "Commencement Date Letter" from the Registrar's Office, in order to invite family or guests (who need documentation to apply for B1/B2 visitor visa) to the ceremony.

In order to request a Commencement Letter, please complete the following steps:

1. Submit the [Application for Degree](#) (after your final registration).
2. Submit a [letter request form](#) to the Registrar via email or fax number on the form.
 - Select Other and include a comment that you are an international student

Pick up the Commencement Date Letter from the Registrar's office within 24-48 hours after the request is made. The Registrar's office is on the 6th floor at the Manhattan Campus.

2019 MCNY COMMENCEMENT WEEK

During Commencement Week you will be able to purchase a cap & gown, a class ring, and have a senior portrait taken. Representatives from each company will be available to answer any questions on the dates and times below.

JANUARY 18 – APRIL 5, 2019	Online cap and gown ordering
SATURDAY MARCH 9 11:00 am – 5:00 pm MANHATTAN	On campus ordering
TUESDAY, MARCH 12 3:00 pm – 7:00 pm MANHATTAN AND BRONX	On campus ordering
WEDNESDAY, MARCH 13 3:00 pm – 7:00 pm MANHATTAN AND BRONX	On campus ordering
THURSDAY, MARCH 14 3:00 pm – 7:00 pm MANHATTAN	On campus ordering
SATURDAY MARCH 16 11:00 am – 5:00 pm MANHATTAN	On campus ordering
MONDAY, JUNE 10 3:00 pm – 7:00 pm MANHATTAN	DISTRIBUTION
TUESDAY, JUNE 11 3:00 pm – 7:00 pm MANHATTAN	DISTRIBUTION

CAP AND GOWN

Herff–Jones, www.Herffjones.com, provides the caps and gowns for all graduates at the MCNY commencement. On their website you may also order commemorative graduation tassels, announcements, and diploma plaques.

Cap and gown are required for participation in the ceremony and must be ordered online or in person during Commencement Week. You will **not** be able to pick up commencement tickets if you have not ordered a cap and gown.

Helpful Tips When Ordering Cap and Gown

- We recommend that you wear semi-formal attire under the gown.
- When you order your cap and gown, keep in mind the shoes you will be wearing the day of commencement as this may affect your height and gown size.

Prices for Caps and Gown:

All payments need to be given directly to Herff-Jones when caps and gowns are ordered. Cash and credit cards are accepted.

Associates Degree: \$38

Bachelor's Degree: \$42

Master's Degree: \$44

Students will pick up their cap and gown (if they pre-ordered) on June 10th and 11th at 60 West Street, 6th floor. At MCNY the hoods are black and red with the trim of the hood representing the degree.

Prices for Diploma Plaques

Diploma Plaques are \$74 plus shipping and handling for a total of \$104.00; \$20 minimum cash deposit or \$40 credit deposit due at time of purchase.

NOTE: We will NOT distribute or bring any items to the Jacob Javits Center for Commencement.

CLASS RINGS

Jostens, www.jostens.com, is the company that works with MCNY.

If you place an order for a class ring, with a company representative during Commencement Week, you will receive a special discount.

You may also purchase a class ring online, however, you will not receive the special discount.

GRADUATE PORTRAITS

Thornton Studios is the company that takes graduate photographs.

To schedule an appointment during Commencement Week, please visit the www.Thorntonstudio.com website and click on the “schedule portrait sitting” link at the top left. A new window will pop up requesting a school code, our school code is **09769**. You may select any timeslot that is in red for your portrait sitting.

If you are unable to schedule an appointment during Commencement Week you may schedule a time directly with Thornton Studios online at www.thorntonstudio.com or (212) 647-1966.

Non-Refundable Sitting Fee: \$10 Cash, or Money Order payable to Thornton Studios.

- Payment must be paid in full at time of the sitting.
- If you purchase a picture package your deposit will be put towards the package.

GRADUATION TICKETS

- All tickets for graduation will be handed out when caps & gowns are picked up according to the schedule listed at the beginning of this document. All graduates who order a cap and gown will receive 4 free guest tickets to the commencement, in addition to the special ticket needed for the graduate.
- No guests will be allowed to enter the Commencement ceremony without a ticket.
- There are no replacements for lost or stolen tickets.

DISABILITY RELATED ACCOMMODATIONS

- Guests needing special accommodations such as wheelchair accessibility and sign language should contact the Office of Student Services at 212-343-1234 ext. 5009 to make arrangements no later than **May 1, 2019** to ensure adequate accommodations.

HONORS AND AWARDS

- Any student who has been inducted into an MCNY Honor Society would have received their cords at an induction ceremony and will need to bring those if they wish to wear honor society cords. All honors will be noted in the Commencement program if you have completed the application form by the published date.
- Please contact your specific academic department with any questions regarding academic honors, cords, or awards.

Phi Theta Kappa: David Hahn, DHahn@mcny.edu
Pi Alpha Alpha: Dr. Philip Nufrio, PNufrio@mcny.edu
Sigma Beta Delta: Dr. Rachel Yager, RYager@mcny.edu

In addition, this year we are introducing color stoles that UNDERGRADUATES will wear to designate Latin Honors status (cum laude, magna cum laude, and summa cum laude). That means that even if you are not a member of the honor societies mentioned above, you will be recognized with a stole. The stole will be provided, free of charge, at the time of cap/gown distribution.

THE DAY OF COMMENCEMENT

PHOTOGRAPHS

A professional photographer will be at commencement to take a group photo of our graduating class.

- Please be patient with staff and other graduates while we pose all graduating students on the staircase for the class photo.
- We will need everyone's cooperation to organize the group shot, and follow the photographer's instructions.
- You will receive an email from Student Services, mid-summer, with a website to view and/or purchase the photo.

If family members would like to photograph you as you walk across the stage during the ceremony they must do so from behind the seating of the graduating class. Please remind family members to be courteous as other families will want to capture the same moment for their loved one.

FOLLOWING THE CLASS PHOTO

- Staff will direct you to the lineup area and review the day's events and responsibilities.
- You will be lined up by major, and grouped in sections by the letter of your last name.
- You will receive an index card that you will be asked to write your name phonetically on so the announcer can properly pronounce your name. You will need to carry this card with you to hand to the announcer. This index card is how the announcer will know what name to call before you walk across the stage.
- Do **NOT** lose your index card!

GUESTS ARRIVAL

- Doors will open at 3:00 p.m. for guests.
- The Grand Promenade doors will close at 4:00 p.m. for the academic processions. Guests will not be able to enter at this time.
- Any guests who arrive late will not be allowed to enter the Grand Promenade until after the procession and seating of the graduating class
- We ask that all guests adhere to this time schedule as they cannot enter any earlier, and will not be allowed to enter while the procession is entering the auditorium.

GUIDELINES FOR THE CEREMONY

The commencement ceremony is a most dignified event. Decorum and courtesy are very important for graduates and guests.

- Turn off all cell phones and other electronic devices for the ceremony.
- Wear your cap and gown throughout the entire ceremony.
- No children are allowed to be within the graduate seating area **OR ON STAGE**. No unsupervised children under the age of 18 will be allowed in the guest seating area
- Be aware of the shoes you wear, as graduates, you will go up and down stairs during the ceremony.
- Personal belongings such as purses, keys, etc. must be secured with a friend or family member. We do **NOT** have a secure area to leave your belongings during the ceremony.
- No food or drink will be allowed in the auditorium
- Please be mindful of the length of the commencement ceremony, plan to stay for the entire event.
- Please be courteous while our presenters are speaking and refrain from getting up, or having side conversations with classmates.
- Men should remove their caps for the National Anthem.
- **No** air horns, **NO BALLOONS**, **NO** bubbles, **NO** beach balls, or similar items are allowed in the ceremony. *The use of noisemakers may be intended to show one person's pride in a graduate, but it can also ruin the chance for another family to hear the name of their graduate announced. We appreciate your cooperation!*
- There are food stands at the Javits Center for snacks; however, NO food will be allowed in the auditorium where commencement will be held.

All graduates are expected to stay for the entire ceremony. Please plan for an approximate 4 hour program from arrival to completion.

DIPLOMAS

Diplomas are not handed out during the commencement ceremony. Actual diplomas will be available for pick up at the Registrar's Office. A notice will be mailed to the last updated address listed in your Self Service account when the diploma is ready. Please update your contact information via Self-Service as soon as possible to avoid any delays in notification. Fall graduate diplomas will be available by March 30th and Spring 2019 graduate diplomas will be available by August 31st.

***NOTE:** Diplomas and official transcripts will not be issued to any degree candidate who has any outstanding financial obligations to the College.*

PARKING

There is no parking at the Javits Center. However, there are a variety of lots open nearby. If you have any questions make sure to call ahead. We do not endorse any specific parking facility.

Advance: 249 West 43rd Street, 212.221.8902

Astor Parking Corporation: 1515 Broadway at 44th Street, 212.869.3543

Enterprise Parking System: www.enterpriseparking.com

- 455 West 37th St.
- 505 West 37th St.
- 451 10th Ave.
- 444 10th Ave.

Central Parking System: www.parking.com

- 441 9th Avenue (between 34th and 35th Streets)
- 416 West 36th Street (between 9th and 10th Avenues)
- 417 W. 35th Street (between 9th and 10th Avenues)
- 1 Penn Plaza (between 7th and 8th Avenues)
- 305 West 34th Street (at 8th Avenue)

For rates and hours of operation call 800-836-6666.

Public Transportation

Buses


- M34 cross town bus:
Runs east/west on 34th Street. Stops on 11th Avenue outside the Javits Center and at Penn Station. The M34 bus requires passengers to use pre-boarding fare collection machines before boarding the bus. These machines are designed to speed up the loading process. Pay your fare at a fare collection machine at the Select Bus Service bus stop. There are two types of fare collection machines that accept fares and issue receipts.
- M42 cross town bus:
Runs east/west on 42nd street. The closest stop to the Javits Center is 42nd Street and 11th Avenue.

Port Authority














- New Jersey Transit and other buses arrive at the Port Authority terminal at 42nd Street between 8th and 9th Avenues. The M42 bus will bring you from there to the Javits Center.


Trains/Subway

The following train stops at 34th Street/Hudson Yards:

- 11th Avenue Subway: 

The following trains stop at 34th Street/Penn Station where you will need to transfer to the M34 bus:

- Amtrak www.amtrak.com
- New Jersey Transit www.njtransit.com
- The Long Island Rail Road <http://www.mta.info/lirr>
- 8th Avenue Subway:   
- 7th Avenue Subway:   
- 6th Avenue Subway:       

Note -  does not run on weekends.

For further information, call MTA Travel info: 718.330.1234 or visit www.mta.info/index.html.

Ferry Service

The NY Waterway operates a ferry from Weehawken, NJ. In just 8 minutes the ferry takes you across the Hudson River to 39th Street and 12th Avenue, just one block from the Javits Center. Just park at the convenient lot adjacent to the ferry terminal in Weehawken and take a ferry which leaves every 10 - 15 minutes during peak hours.

Call 1-800-53-FERRY for schedule and information or visit www.nywaterway.com.

AFTER COMMENCEMENT

STAY CONNECTED

Stay connected to your classmates and network with other MCNY alums after you graduate. Alums in your field can help you build your network for career opportunities and professional development.

- Update your contact information in Self-Service before you graduate.
- After that, update your contact info here: <https://www.mcnyc.edu/alumni-friends/update-alumni-information/>
- Update MCNY on great happenings like new jobs and promotions by emailing alumni@mcny.edu.
- As a member of the MCNY community we would like to hear from you. If you are interested and willing to participate in this initiative, please follow the link provided below and give us your story about how MCNY helped you, or is helping you to get where you are, and achieve your goals. We want to hear about your CAs and how you applied them to your real life situation. We want to hear about how getting a degree from MCNY improved your skills, and helped you get a promotion.
- Read the MCNY alumni e-newsletter, the MCNY Minute, which will keep you up-to-date with news on fellow alums, faculty, students and events.
- [Facebook](https://www.facebook.com/mcnyc.alums) – 1,400 alums like us on Facebook – get the latest news by connecting with MCNY Alumni on – <http://www.facebook.com/mcnyc.alums>
- [LinkedIn](https://www.linkedin.com/company/mcnyc-alumni) – It's the best professional network out there and more than 1,500 alums are already connected to [MCNY Alumni Linked in](https://www.linkedin.com/company/mcnyc-alumni)
- [Twitter](https://twitter.com/MCNycalumni) : <https://twitter.com/MCNycalumni>
- [Google +](https://plus.google.com/111193620134797886840/posts) : <https://plus.google.com/111193620134797886840/posts>

Alumni Resources

MCNY is just beginning to build its alumni network and you can help us! If you're interested in taking an active role in one of our alumni groups – Human Services, Business and Public Administration, please email alumni@mcny.edu and we'll put you in touch with the right alumni.

Obtain an Alumni I.D. card

Alumni ID applications can be completed by contacting Student Services. In order to receive an alumni ID you must have completed your degree and you must have no outstanding financial obligations to the College.

You will be required to show your MCNY Alumni ID card to enter MCNY buildings and utilize all services after graduation.

Career Services for Alumni

The MCNY Office of Career Services offers lifetime career services to all MCNY alumni. These services are available at no charge and include individual counseling, coaching sessions and workshops.

Contact Career Services:

Phone: 212-343-1234 ext. 5003

Email: CareerServices@mcny.edu