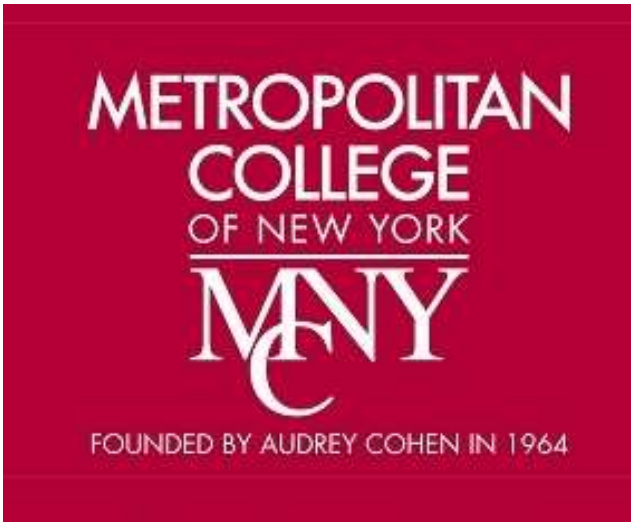


COMMENCEMENT GUIDE FOR GRADUATING STUDENTS

June 16, 2018

Jacob K. Javits Center

11th Avenue between 34th and 39th Streets



CLASS OF:

August 2017

December 2017

April 2018

Commencement Day is quickly approaching. While it promises to be a delightful day, your cooperation can enhance the experience for both graduates and their guests.

The commencement ceremony provides an opportunity for 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 take a moment to review this booklet as it contains important information about the college commencement. If you have additional questions after reading the booklet, please email Mike Molina, MMolina@mcny.edu or visit our webpage http://www.mcny.edu/student_serv/graduation.php.

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 **SATURDAY, JUNE 16, 2018 @ 2:45PM**, for our 40th commencement ceremony!



WHAT IS THE DIFFERENCE BETWEEN GRADUATION AND COMMENCEMENT?

GRADUATION: is the action of receiving or conferring an academic degree, and occurs at the end of each term in the Fall, Spring, and Summer. You will know that you are ready to graduate when you have completed all of the courses on your individualized **MCNY academic plan found in Self-Service** and met all other academic requirements. All students must apply for graduation at the beginning of their final semester.

COMMENCEMENT: is the ceremony that allows the College to honor its graduates in a formal ceremony. There is only one commencement ceremony at the end of the spring term that will honor the summer and fall graduates of the prior year, in addition to the current spring graduates.

APPLICATION FOR GRADUATION

The College will be honoring students who satisfactorily completed degree requirements for the semesters ending in August 2017, December 2017, and April 2018*.

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.

*For those who complete in April 2018, only your academic record is being audited at this time. Because of time constraints, your non-academic record may take longer to audit.

If you have 8 credits or less to complete your degree in Summer 2018, and you are registered for all remaining courses: you may complete a form with the Registrar for special permission to walk at the June 2018 Commencement.

2018 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 below dates and times.

- Saturday, March 10th, 10am - 5pm
- Tuesday, March 13th, 2pm - 7pm
- Wednesday, March 14th, 2pm - 7pm
- Thursday, March 15th, 2pm - 7pm
- Friday, March 16th, 2pm - 6pm
- Saturday, March 17th, 10am - 5pm

NOTE: If you did not receive emails regarding Commencement Week or Graduation you need to contact the Registrar in order to make sure that you have fulfilled all eligibility requirements for graduation.

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 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 YOUR 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 gowns:

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

Associates Degree: \$35

Bachelor's Degree: \$40

Master's Degree: \$42

Students will pick up their cap and gown (if they pre-ordered) on Monday June 11th and Tuesday June 12th, 2pm – 7pm on the 6th floor at 60 West Street. Graduation tickets will also be available at this time.

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

Prices for Diploma Plaques: \$69 plus shipping and

handling. \$20 minimum cash deposit or \$40 credit deposit due at time of purchase.

CLASS RINGS

Jostens is the company that works with MCNY.

If you place an order for a class ring during commencement week with the campus representative you may receive a special discount.

You may also purchase a class ring on line, www.jostens.com, however, you will not receive the special discount.



GRADUATE PORTRAITS

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.

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.

HELPFUL TIPS FOR YOUR SITTING:

- Long sleeves and solid colors look best.
- Check your nails as your hands will show in several poses.
- Apply concealer or powder to minimize blemishes and shine.
- Style your hair in a comfortable style and if you choose, cut it one week prior.
- Bring a comb or brush.
- A shirt, jacket, and tie is recommended for men.
- Cap and gown are provided for photos only.

If you would like to have your makeup professionally done before the portraits please schedule time at a local Sephora, Macy's, MAC, or other department store that offer these services.

At MCNY the hoods are black, and red with the trim of the hood representing the degree.

THE HOOD TRIMS ARE AS FOLLOW:

The Audrey Cohen School for Human Services and Education

Associate of Arts, Human Services

RED & WHITE

Bachelor of Arts in American Urban Studies

WHITE

Bachelor of Professional Studies, Human Services

YELLOW

Master of Science in Education

LIGHT BLUE

School for Business

Associate of Science in Business

RED & WHITE

Bachelor of Business Administration

TAUPE

BBA in Healthcare Systems Management

TAUPE

MBA in Media Management

TAUPE

MBA in Financial Services

TAUPE

MBA in General Management

TAUPE

MBA in Health Services and Risk Management

TAUPE

School for Public Affairs & Administration

AA in Emergency Management and Business Continuity
RED & WHITE

BA in Emergency Management and Business Continuity
WHITE

MPA in Public Affairs and Administration
PEACOCK BLUE

MPA in Emergency and Disaster Management
PEACOCK BLUE

DAY OF COMMENCEMENT:
SATURDAY JUNE 16, 2018

Jacob K. Javits Center

11th Avenue between 34th and 39th Streets

Use the entrance at 11th Avenue and 35th Street.

TICKETS:

- All tickets for graduation will be handed out when caps & gowns are picked up on Monday, June 5th & Tuesday, June 6th 2PM -6:45PM.
- 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

GRADUATE ARRIVAL

Graduate seating is reserved, but the special ticket for graduating students is required for entry into the graduate area. **You must arrive no later than 2:30PM to be staged for the graduating class photo.**

Use the entrance at 11th Avenue and 35th Street.

GRADUATING CLASS PHOTO:

- *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.*

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!

GUIDELINES FOR DECORUM:

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.
- 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.

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

GUESTS

ARRIVAL:

- Doors will open at 3PM for guests.
 - The Grand Promenade doors will close at 4PM 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 all guests be courteous and 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.

DECORUM & PROTOCOL:

Decorum and courtesy are very important for all guests.

- Turn off the sound for all cell phones and electronic devices for the ceremony. In fact, if a device is not being utilized for photographs as a courtesy please turn it off.
- No unsupervised children under the age of 18 in the guest seating area
- 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 is a flower vendor inside the Javits Center to purchase items for your special graduate.

OTHERS:

- Many graduating families like to go out for dinner after Commencement. It is best to schedule an 8:30PM reservation to ensure adequate time.
- There are food stands at the Javits Center for snacks; however, NO food will be allowed in the auditorium where commencement will be held.

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 June 9, 2016 to ensure adequate accommodations.

INTERNATIONAL STUDENTS

International students can request a "Commencement Date Letter" from the Registrar's Office, in order to invite family to the ceremony that is held annually in June.

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

- Fill out a letter request form at the Registrar's Office as soon as possible
- Include a comment that you are an international student

- Pick up the Commencement Date Letter within 24-48 hours upon the request

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

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 given 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: Ramone Smith Rsmith@MCNY.edu

PI ALPHA ALPHA: Philip Nufrio PNufrio@MCNY.edu

SIGMA BETA DELTA: Rachel Yager RYager@MCNY.edu

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.

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

PHOTOGRAPHS

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

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.

DIRECTIONS

There will be other commencement ceremonies at the same time as MCNY's. Please look for the MCNY signs and come in the correct entrance: **You must use the entrance at 11th Avenue and 35th Street!**

By Car

While there is no parking at the Javits Center there are many parking garages throughout the Javits Center vicinity. See [parking](#) for locations and phone numbers of convenient parking near us.

From the North (Westchester, Connecticut, Massachusetts)

95 South (via the Cross-Bronx Expressway) to the George Washington Bridge. At approach to bridge, bear right to lower level. Exit at the last exit in New York–Parkway South–9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

Saw Mill River Parkway/Henry Hudson Parkway/Route 9A: Follow 9A South to 42nd Street. Turn Left. Go one block to 11th Avenue and turn right.

New York State Thruway/Major Deegan Expressway/Route 87: Major Deegan Expressway to George Washington Bridge exit. Stay in right lane towards lower level. Exit at the last exit in New York—Parkway South—9A. Follow Parkway South (Henry Hudson Parkway/West Side Highway) to 42nd Street. Turn left. Go one block to 11th Avenue and turn right.

From the South (New Jersey, Delaware, Pennsylvania)

95 North to the New Jersey Turnpike. Exit at the Lincoln Tunnel. When exiting the tunnel, bear left. Follow signs for uptown or northbound to 42nd Street. Turn left onto 42nd Street until you reach 11th Avenue and turn left.

George Washington Bridge to Parkway South— 9A. At 42nd Street, turn left. Go one block to 11th Avenue and turn right.

From Queens and Long Island

Queens-Midtown Tunnel: Take Southbound or Downtown exit to 34th Street and turn right. Go west and turn right on 11th Avenue.

Queensboro/59th Street Bridge: Take 60/61st Street Exit. Go to 5th Avenue alongside Central Park to 59th Street. Turn right onto 59th Street to 7th Avenue and turn left. Go two blocks to 57th Street and turn right. Follow 57th Street to 11th Avenue and turn left. The Center is between 34th and 38th streets.

From Staten Island

Verrazano-Narrows Bridge eastbound to the Gowanus Expressway, to the Brooklyn Battery Tunnel. Exit westbound to the West Side Highway/12th Avenue. At 34th Street, turn right. Go one block to 11th Avenue and take a left.

Parking Near Javits Center

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.

Advance: 249 West 43rd Street, 212.221.8902

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

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 Dyer 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.

Enterprise Parking System: www.enterpriseparking.com

- 455 West 37th St.
- 505 West 37th St.
- 451 10th Ave.
- 444 10th Ave.
- 447 West 35th St.

MP 41 LLC: 475 West 41st Street, (212) 594-2000

MP Manhattan Plaza LLC: 471 West 42nd Street, (212) 279-5213

Quik Park:

- West 41st Street LLC – 601 West 41st Street
- West 42nd Street LLC – 600 West 42nd Street
- Both Garages have entrances on 41st and 42nd between 11th Ave. and West Side Hwy.

www.quikparkgarages.com

Square Industries: 306 West 44th Street, 212.247.5807

Times Square Park: 220 West 41st Street, 212.730.1777

Atelier Park Right: 670 West 43rd street between 11th and 12th Avenues, www.parkright.com

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.

You must pay with a Metrocard at the MetroCard Fare Collector or pay with \$2.75 in coins at Coin Fare Collector. **You MUST pay at one of these machines and get a proof-of-payment receipt before boarding the bus. Keep your receipt for the duration of your trip.**

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.

The following trains stop at 42nd Street/Times Square (Broadway):

- 8th Avenue: 
- 7th Avenue: 
- 6th Avenue: 

Note -  does not run on weekends.

The following trains stop at Grand Central Station at 42nd Street at Lexington

- Lexington Avenue Subway: 
- Metro North Railroad

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.

CONGRATULATIONS! YOU ARE NOW A GRADUATE AND AN ALUMNI OF MCNY!!

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. At some schools, you might have to wait ten years for your own classmates to be well-positioned, but at MCNY, many of our immediate grads are already leaders in their fields. MCNY alums can be found from the Bronx to Bangkok, so it's likely you'll find one wherever you look.

Keep in Touch –

- Update your contact information in Self-Service before you graduate.

- After that, update your contact info here:
<https://www.mcny.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.** Any success story that you would like to share with us, and how you overcame challenges to find yourself ahead of where you were before coming to MCNY. alumni@mcny.edu
- MCNY alumni e-newsletter, the MCNY Minute that will keep you up-to-date with news on fellow alums, faculty, students and events.

Get Connected –

- [Facebook](#) – 1,400 alums like us on Facebook – get the latest news by connecting with MCNY Alumni on – <http://www.facebook.com/mcny.alums>
- LinkedIn – It’s the best professional network out there and more than 1,500 alums are already connected to [MCNY Alumni Linked in](#)
- [Twitter](#) : <https://twitter.com/MCNYalumni>
- [Google +](#) : <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.

Contact Information –

Alumni Relations, 212-343-1234 ext. 2626

alumni@mcny.edu

Obtain an Alumni I.D. card

Alumni ID applications can be completed at the Student Services front desk on the Manhattan Campus. Once approved by the Dean of Students, the staff will contact you to set up a time to pick up your new ID.

Requirements: Conferment of degree and 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.

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 on such topics as:

- Resume writing review
- Career planning guidance
- Interviewing strategies and coaching
- Effective job search skills
- Tips and techniques for looking online for a position
- Networking strategies
- Preparation for our Annual Career and Internship Fairs

Contact Career Services:

- Phone: 212-343-1234 ext. 5003
- Email: CareerServices@MCNY.edu

METROPOLITAN
COLLEGE
OF NEW YORK

MENY

FOUNDED BY AUDREY COHEN IN 1964

UPDATED 2/20/2018