

Dear Manhattan School of Music graduate candidate:

Please read all enclosed information carefully; it is essential that you complete various forms and meet deadlines to ensure your proper place at the graduation ceremony and in the corresponding program.

All candidates for graduation are cordially invited to attend **Manhattan School of Music's 91st Commencement**, to be held on **Friday, May 12, 2017**, at **The Riverside Church**, 490 Riverside Drive, New York City, at **12:00 p.m.**

#### Forms

##### **Commencement Participation Form and Diploma Application Form**

All students who graduated in December 2016 or who are graduating in May 2017 must complete both the Diploma Application Form and the Commencement Participation Form. **Both forms are due by March 17, 2017.** The Commencement Participation Form should be turned into the Office of Student Engagement (rm. 120) and the Diploma Application Form should be turned into the Registrar (rm. 218). If you are graduating but are not participating in commencement, you still must complete both forms.

#### Tickets

##### **Ordering Tickets**

The commencement ceremony is a ticketed event and all guests **must** have a ticket to enter. Graduate candidates must complete the Commencement Participation Form to request tickets. Graduates may request up to **4 tickets** for the ceremony. Guests may NOT request tickets. If you have more than one set of parents or guardians, please make sure you keep them all informed about the graduation and order tickets for all as appropriate.

If you do not reside in the New York City area, you may e-mail or call Crystal Wilson, Coordinator of Student Engagement, at [cwilson@msmny.edu](mailto:cwilson@msmny.edu) or (917) 493-4180 for assistance in completing the form over the phone/via email.

##### **Picking up Tickets**

Tickets will be available for pick up the week of April 10, 2017. Graduate candidates who do not turn in the completed Commencement Participation Form by the deadline will not be able to pick up tickets. Tickets not picked up by April 27, 2017 will be made available to other graduate candidates on May 1, 2017. Extra tickets will be given out first come, first served until we run out.

#### Caps and Gowns

##### **Ordering Academic Attire**

Graduation candidates must dress in academic attire, including cap, gown, and appropriate hood, to participate in the commencement ceremony. Manhattan School of Music will provide academic attire for you if you order and measure for your attire by Friday, March 17, 2017. Graduation candidates are requested to dress in comfortable nice looking attire under their robes, with shoes that are easy to walk in.

Any graduation candidate who is not in the New York City area should call Crystal Wilson at (917) 493-4180 by March 17, 2017, so that she can make arrangements to order the appropriate academic attire for you.

##### **Measuring for Academic Attire**

The Office of Student Engagement will measure you for the proper cap and gown between February 1 – March 17. **If you order and/or measure for academic attire after March 17<sup>th</sup> you will be charged a late fee of \$25, payable by cash or check only.**

##### **Picking up Academic Attire**

Academic attire may be picked up in Heckscher Library between May 8–12, 2017. You are strongly encouraged to pick up your cap and gown prior to the ceremony. Caps and gowns **WILL NOT** be available at Riverside Church.

##### **Returning Academic Attire**

After the ceremony, Heckscher Library will be open for two hours to accept the return of the cap, gown, and hood. The final deadline for the return of all attire is Monday, May 15, 2017 to the Office of Student Engagement.

#### Announcements

Personalized graduation announcements can be ordered through Jostens. The announcement is an effective way to let family and friends know about your accomplishment. You can order personalized graduation announcements by contacting Jostens directly at: <http://www.jostens.com/apps/store/customer/1053644/Manhattan-School-of-Music/>

## The Commencement Program

You are invited to check that your name is listed correctly on the draft of the commencement program by visiting the Office of Student Engagement April 10-27, 2017.

## Photos

A professional photographer from Grad Images will be taking portrait photos during the 100 Day to Graduation event and prior to the ceremony, as well as photographing the ceremony. We encourage you to take advantage of the photos offered. Graduation candidates are asked to arrive by **9:30 a.m. on Friday, May 12, 2017**, to pose for individual cap and gown portrait photos in the Assembly Hall of the Riverside Church. The portraits will be taken from **9:30 a.m.–11:30 a.m.** The professional photographer will also take photos of each graduate as he or she crosses the stage. Proofs will be sent to each graduate 7–10 days after the ceremony. The Grad Images web site can be accessed at [www.gradimages.com](http://www.gradimages.com) and their customer service number is 1-800-261-2576.

Please remind your guests that they will not be allowed to stand in the aisles or at the stage to take photos. Tripods and the use of flash are not allowed. Hand-held audiovisual recording devices are permitted, but guests are asked to come with extra batteries, as there will be no power sources available.

## Lineup Prior to the Ceremony

Graduation candidates will enter the Riverside Church through the Claremont Avenue entrance (91 Claremont Avenue) and will proceed to Assembly Hall to check in and line up. You are encouraged to arrive by 11:15 a.m., as the line starts moving at 11:45 a.m. The ceremony will start promptly at 12:00 p.m. Graduates do not return to the lineup area after the ceremony, so you are advised not to bring any bags or personal items to the ceremony. **Guests are not permitted to enter through the Claremont Avenue entrance and are not allowed in the lineup area for the graduation candidates.**

## Duration of the Ceremony

The ceremony will last approximately 2 to 2.5 hours.

## Seating for Guests

Guests will enter through 490 Riverside Drive entrance of the Riverside Church. Doors will open at 11:15a.m. for ticketed guests with mobility impairments or other special needs. All other guests with tickets will be seated at approximately 11:30a.m. Please allow extra travel time to accommodate the time needed to find parking and to deal with other issues related to congestion. All guests are encouraged to arrive no later than 11:50a.m., as **late guests are not guaranteed seating** and will only be allowed to enter as space allows and only at appropriate times.

## Reception

Following the ceremony, you and your guests are invited to a reception to celebrate your accomplishments. The reception will take place at MSM in Ades Performance Space from 2:00-4:00p.m. This is a nice way for graduates, families, and friends to meet and congratulate one another.

## Stay Connected as Alumni!

Please contact our Alumni Engagement Officer, Lauren Francovich at [lfrancovich@msmny.edu](mailto:lfrancovich@msmny.edu) for more information on the MSM Alumni Community and how you can become involved.

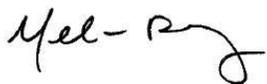
## Graduation Gifts and Diploma Frames

The Campus Store stocks a wide assortment of gifts as well as custom diploma frames suitable for preserving your hard-earned certificate. The store's graduation selection includes MSM blank note cards, key rings, glasses, water bottles, mugs, tote bags, phone cases, as well as sweatshirts & T-shirts. Purchases prior to graduation may be arranged by contacting Katie Copland, Campus Store Manager, at (917) 493-4031 or [campus-store@msmny.edu](mailto:campus-store@msmny.edu).

## Questions?

If you have any questions, please feel free to call our office at any time. Our office hours are Monday-Friday, 9am-5pm. We can be reached via phone at 917-493-4525 or via email at [studentengagement@msmny.edu](mailto:studentengagement@msmny.edu).

Thank you, and congratulations!



Melanie Dorsey  
Director of Student Engagement