

100 DAYS



2017 COMMENCEMENT GUIDE

Please use this “To Do” list to help you complete all the steps leading up to the 2017 commencement ceremony.

Below is a list of other offices you will want to visit to complete further graduation requirements.



- Feb. 1: 100 Days to Graduation Event in main lobby 12-3:30pm
- Feb. 2– Mar. 17: If you missed the 100 Days event, please visit Student Engagement, room 120, to receive all information given out on that day
- March 17: Deadline to be measured for cap & gown, turn in participation form and request tickets for ceremony. Please visit Student Engagement to do this.
{after this date a \$25 late fee will apply}
- March 17: Deadline to turn in diploma application. Please visit the Registrar’s Office, room 218, to do this.
- April 10-27: Check name in program at Student Engagement, room 120
- April 10: First day to pick up requested tickets
- April 27: Last day to pick up requested tickets
- May 1: First day to pick up extra tickets, if available, in Student Engagement, room 120
- May 8-12: Pick up cap and gown in Heckscher



Ceremony Details

Date: Friday, May 12th
Time: 12:00– appx. 2:00pm
Location: The Riverside Church

Reception Details

Date: Friday, May 12th
Time: 2:00-4:00pm
Location: Ades Perf. Space

Alumni Engagement—room 214: Contact Lauren Frankovich, Alumni Engagement Officer, at lfrankovich@msmny.edu for more information on the MSM Alumni Community and how you can become involved.

Campus Store: Visit the store to purchase custom diploma frames and other graduation items such as note cards, key rings, water bottles, mugs, tote bags, phone cases, sweat shirts and T-shirts!

CME—room 113: Stop by the CME Office to ensure your CME graduation requirements have been met!

Financial Aid—room A-411: Graduating students who received financial aid and/or scholarship should visit with the financial aid staff to complete any necessary exit interviews.

International Student Services—room 227: ALL international students should schedule a time to meet with Michael Lockhart to ensure all paperwork for graduation has been completed.

Recording—room 312: Stop by the Recording Office to fill out paperwork to have your graduation recital recorded!

Registrar—room 218: Visit the Registrar’s Office to complete your diploma application form prior to March 17th.