

**STUDENT AFFAIRS**

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 96<sup>th</sup> Commencement**, to be held on **Thursday, May 19, 2022**, at **The Riverside Church**, 490 Riverside Drive, New York City, at **1:00pm**.

**Forms**

**Commencement Participation Form Diploma Application Form**

All students who graduated in December 2021 or who are graduating in May 2022 must complete the Commencement Participation Form. The form must be completed by **March 31<sup>st</sup>**. If you are graduating but are not participating in the commencement ceremony, you still must complete the form. The form can be found here: [Commencement Participation Form](#)

**Diploma Application Form**

All students who graduated in December 2021 or who are graduating in May 2022 must complete Diploma Application Form. The form must be completed by **March 31<sup>st</sup>**. The form will share with the Registrar's Office how you would like your name printed on your diploma and how you'd like to receive your diploma. The form can be found on the student portal.

**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.

**Picking up Tickets & Getting Extra Tickets**

Tickets will be available for pick up beginning on April 25, 2022. Graduate candidates who do not turn in the Commencement Participation Form by the deadline will not be able to pick up tickets. Tickets not picked up by May 12, 2022 will be made available to other graduate candidates on May 13, 2022. 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. Student Engagement will send all graduating students information on how to order academic attire online through Oak Hall Cap & Gown in mid-February. Graduation candidates are requested to dress in comfortable, nice-looking attire under their robes, with shoes that are easy to walk in.

**Picking up Academic Attire**

Academic attire may be picked up in Room 119 between May 12–18, 2022. 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, graduates should return the cap, gown, and hood to Room 119 in the main building. The final deadline for the return of all attire is Friday, May 20, 2022 by 5pm.

**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/>

**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, room 119, between April 11-15, 2022.

## Photos

A professional photographer from Grad Images will be taking portrait photos during the 100 Days to Graduation event on February 8<sup>th</sup> 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 **10:30am on Thursday, May 19**, to pose for individual cap and gown portrait photos in the Assembly Hall of The Riverside Church. The portraits will be taken from **10:30am–12:15pm**. 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.

## Timeline Leading up to the Ceremony

Graduation candidates will enter Riverside Church through the Claremont Avenue entrance (91 Claremont Avenue) and will proceed to Assembly Hall to check in and line up. Graduates should be aware of the timeline of the day and plan to arrive to the church accordingly.

10:30am-12:15pm	Graduation portraits taken (optional)
12:15am	Pick up name reader card
12:30pm	Line up in alphabetical order, by degree
12:45pm	Processional begins
1:00 pm	Ceremony starts
3:00 pm	Reception in Ades Performance Space
3-5 pm	Cap & gown return in Student Lounge

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 Riverside Church. Doors will open at 12:15pm for ticketed guests with mobility impairments or other special needs. All other guests with tickets will be seated at approximately 12:30pm. 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 12:00pm 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 after the commencement ceremony and will end at 5:00pm. This is a nice way for graduates, families, and friends to meet and congratulate one another.

## Stay Connected as Alumni!

Please visit Alumni Engagement, in room A-505, 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 Student Engagement at any time. Our office hours are Monday-Friday, 9am-6pm. We can be reached via phone at 917-493-4525 or via email at [studentengagement@msmny.edu](mailto:studentengagement@msmny.edu).