Mount Saint Mary College

55th Annual Commencement Ceremonies 2018

Friday, May 18th and Saturday, May 19th

OFFICIAL GUIDE

Important Information

For Candidates for Commencement

Application for Graduation

August 2017 and December 2017 graduates participate in the May 19, 2018 Commencement ceremony. If you are graduating in May 2018, your Intent to Graduate form should have been filed with the Registrar's Office by December 1, 2017. Students filing after December 1, 2017 may be ineligible for graduation.

Online Registration for Commencement: RSVP Form

In order for the Commencement Committee to plan effectively, graduates are asked to register for the Commencement ceremonies. You can respond online once you receive your RSVP email.

Graduates must register online by April 27, 2018. Any graduate who does not register on time will not be able to participate in the commencement ceremony.

Online registration will be available starting February 19, 2018.

Cap and Gown Orders

This order should be placed online by April 20, 2018. Graduates are responsible for ordering and picking up their caps and gowns. Visit msmc.edu/commencement2018 to order online. *(Please note that caps are **not** to be decorated.)*

Academic hoods and tassels will be ordered by the College and distributed at the Commencement rehearsal on Thursday, May 17, 2018.

Commencement Tickets

All guests must have a ticket to the Commencement ceremony. No one, including small children over the age of 1, will be admitted without a ticket. Children under the age of 1 must be held during the ceremony, unless they have a ticket.
Each graduate will be given seven guest tickets. No extra tickets will be distributed.

Tickets may be picked up in the Admissions Office, main entrance, first floor of the Villa Madonna during the following days and times:

Monday, April 30, 2018 – Thursday, May 3, 2018: 1:00 pm to 7:00 pm

Friday, May 4, 2018: 1:00 pm to 3:00 pm

PLEASE NOTE: ***Tickets must be picked up, in person, by the graduation candidate with a photo ID; no one may pick up tickets for someone else. Tickets will not be distributed at any other time. Lost tickets will not be replaced under any circumstances.***

Commencement Announcements

If you would like to order Commencement Announcement cards for your friends and family, you may do so through the Jostens website. Visit Jostens.com and search for Mount Saint Mary College to view their available products, or get started at **www.msmc.edu/jostens**

PLEASE NOTE: ***Latin Honors in the Commencement Program will be based on your cumulative GPA after Fall 2017 grades; Latin Honors will be updated on the transcripts and diploma, if needed, after all Spring 2018 grades are in. Latin Honors do not apply to Master's degrees.***

Diplomas

Diplomas will be available for pick-up in the Registrar's Office beginning Wednesday, June 6, 2018. If you would like your diploma mailed, please let the Registrar's Office know by sending a request via your MSMC email address to diploma@msmc.edu. If you are providing an address different from the address on your record, please indicate if this is a permanent change. Only those students who have fulfilled all academic responsibilities along with all financial obligations will be issued a diploma. ***Diplomas will not be distributed at the Commencement ceremony.***

Release Statement

All attendees of, and participants in, the Commencement ceremonies consent to be photographed, videotaped, and recorded by Mount Saint Mary College or its designees, for the purpose of producing a documentary of the event for distribution to the College Community and the news media. All attendees and participants release and otherwise agree to hold the College harmless and to indemnify the College and its licensees and/or assigns from any and all claims arising out of, or resulting from, their appearance or statements in the above documentary.

Persons with Disabilities

Persons with disabilities who require accommodations should contact the Office of Disability Services at 845-569-3638 by ***April 20, 2018*** with their requests. This includes requests for graduates and/or their guests. Every attempt will be made to arrange accommodations. Late requests cannot be guaranteed.

Service animals are welcome, but no other animals are permitted on campus.

Students should advise their guests that walking on campus will include some inclines and that getting to commencement seating involves walking on grass.

Security personnel will be available to direct traffic in order to accommodate persons who need to be dropped off near the event (for example: those guests unable to walk). This area will be limited to drop off only; vehicles cannot be left unattended. Please be advised that the need for handicap parking near the event far exceeds daily demand and to best accommodate the number of people in need we request that only those who are unable to "drop off" use handicap parking closest to the event (state permit required). After the ceremonies, for safety reasons, pick up near the event will be delayed until the immediate area is clear. This can sometimes exceed thirty minutes.

The College has made arrangements to have wheelchairs available. To assure availability for all those in need, wheelchair requests must be submitted by ***April 20, 2018***. Every effort will be made to accommodate last minute needs.

To request a wheelchair, please print out or ask for a copy of the Wheelchair Request Form at msmc.edu/wheelchair. Complete and return the form to Health Services: fax 845-569-3514, or email healthservices@msmc.edu.

Additional questions should be directed to Health Services at 845-569-3152 or the Office of Disability Services at 845-569-3638.

Commencement Events

Commencement Rehearsal

Thursday, May 17, 2018
Aquinas Hall Theatre

Commencement rehearsal is ***required*** in order to participate in graduation. Graduates must attend without exception. If you miss rehearsal, you will not be able to participate in the Commencement exercises. Please plan now to take any time off work necessary and/or arrange for child and elder care during that time. The rehearsal for traditional students is **1:30 pm**; adult bachelor's and master's degree graduates will rehearse at **6:00 pm**. Academic hoods and tassels will be distributed at rehearsal. Graduates ***must*** stay until the end of rehearsal.

Baccalaureate Mass

Friday, May 18, 2018
3:00 pm, *Chapel of the Most Holy Rosary in the Dominican Center*

Commencement celebrations begin with a Baccalaureate Mass for graduates, their friends and families. **Principal Celebrant: Fr. Gregoire Fluet, Ph.D., Chaplain and Director of Campus Ministry**. Fr. Greg requests that all graduates attending mass wear their graduation gowns. Graduates are not required to bring their caps to the Baccalaureate Mass.

Class Picture and Toast to the Class of 2018

Friday, May 18, 2018
4:00 pm, *Dominican Center Patio*
Directly following the Baccalaureate Mass

This is a time to reminisce and to celebrate your time at Mount Saint Mary College with the people who have supported you along the way! The Office of Alumni Affairs will offer a special toast to the Class of 2018, welcoming you as the newest members of the Mount Saint Mary College Alumni Association.The event is open to all graduating seniors, and their families. A champagne toast will be available for those with ID. All graduates should wear their gowns for the class picture.

Graduate Line-up and Vesting

Saturday, May 19, 2018
9:00 am, *Aquinas Hall*

Graduates may begin arriving at Aquinas Hall at 9:00 am. **Please do not arrive any later than 9:30 am**. Line-up begins promptly at 10:00 am. **Important note: Seating for guests who have Commencement tickets will not be available until 9:00 am. Please inform your guests before they arrive on campus.**

Academic Procession

Saturday, May 19, 2018
10:15 am, *Begins at Aquinas Hall*

Commencement Exercises

Saturday, May 19, 2018
Ceremony will begin upon completion of the procession.
Dominican Center Field

The ceremony will last approximately 2 hours. The ceremony will start with a processional that will enter the tent at the Dominican Center Field. This will be followed by speakers, conferral of hoods, the confirmation of degrees, and then personal congratulations, where each graduate's name will be read as he/she walks across the stage**. Graduates are expected to remain at Commencement until the ceremony concludes.**

Watch the Commencement Ceremony Live

The ceremony will be streamed live on the Web, so no one has to miss out on your big day. Visit msmc.edu/commencement2018 and click on "Live Stream Video" to learn more, or to sign up for a reminder.

Photographs

Each graduate will be photographed by a professional photographer as he/she receives a congratulatory handshake on stage. **Color proofs will be sent to the graduates and orders may be placed directly with Island Photography at** www.islandphoto.com.

Designated Area for Picture Taking During the Ceremony

Guests may not approach the stage or stand in aisles to photograph any part of the Commencement ceremony. Photographs and/or videos may be taken from a designated area. Guests will be permitted to remain in this designated space for just a few minutes. This ensures that others who wish to take photos of graduates will be able to do so.

Photo Stations on Campus

Photo stations will be set up on the Mount's scenic campus so that graduates may pose for pictures with family and friends.

Faculty will be available to take pictures with graduates immediately after the Commencement ceremony at designated areas. More information will be available at Commencement rehearsal.

Important Notes

Parking

Parking on campus will be limited! The college encourages family members to carpool to Commencement.

Refreshments

Food ***will not be permitted*** inside the Commencement tent. ***Bottled water will be permitted*** in the Commencement tent. Snacks and beverages will be available for sale near the information area.

Campus Store

The Campus Store will be open on Commencement day from 8:30 am – 3:00 pm.

Ceremonial Etiquette

While recognizing that Commencement is truly a celebration for graduates, it is important for parents, guests and students to acknowledge that it is a formal academic ceremony to be conducted with respect and dignity.

You must be in proper academic regalia (cap, gown, hood and academic tassel) to participate in the exercises. Be sure to bring these items with you. The tassel is worn on the right side of the mortarboard (cap) prior to the degree being conferred and on the left side after the degree is conferred. *(Please note that caps are **not** to be decorated.)*

Please turn off all cell phones during the ceremony and remain seated for the duration of the ceremony.

Balloons, confetti, horns, and similar items are not permitted under the tent.

So that guests may hear the name of their graduate announced:

We ask that those in attendance refrain from clapping, yelling, shouting, or whistling until all the graduates have been individually acknowledged on stage. Boisterous behavior during the conferring of degrees, such as yelling or whistling, is both rude and inconsiderate. Small children and babies must be properly attended to at all times during the ceremony.

For the health and safety of all, no smoking is permitted on the Dominican Center field, or in any buildings.

Graduates are expected to stay until the ceremony concludes. Please plan accordingly.

After the Ceremony

Please arrange to meet your graduate at a designated area on campus.

Inclement Weather Plan

The Commencement ceremony will be held on the Dominican Center field, inside a tent. Only in the event of extreme weather, such as dangerous lightning, or hurricane/tornado conditions, will the ceremony be moved to the Kaplan Gymnasium. Should this happen, each graduate will be limited to ***two*** guest tickets—no exceptions. It is the graduates' responsibility to distribute the severe weather tickets to his or her guests prior to the ceremony.

Mount Saint Mary College
COMMENCEMENT

BUILDING KEY

1 - Alumni Gate (Main Entrance)
2 - Aquinas Hall
3 - Kaplan Family Library
4 - The Villa
5 - Whittaker Hall
6 - Guzman Hall
7 - The Garden Apartments
8 - College Courts
9 - Bishop Dunn Memorial School
10 - The Elaine & William Kaplan Recreation Center
11 - Hudson Hall
12 - Sakac Hall
13 - Mathematics, Science & Technology Center (MST)
14 - Dominican Center

MAP KEY

P - Parking Lot
H - Handicap Parking
VIP - VIP Parking
First Aid Tent
C - Concessions
i - Information (845-569-3627)
S - Shuttle Bus
S - Security (845-569-3200)