



2011 Manhattanville College Parent Guide

- **CAMPUS RESOURCES**
- **LOCAL INSIGHTS**
- **HELPFUL INFORMATION**



MANHATTANVILLE
COLLEGE

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MANHATTANVILLE COLLEGE

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www.Manhattanville.edu

About Our Guides

University Parent Media works closely with institutions around the country to bring together the most relevant, timely information into one all-inclusive resource.

We have published this guide with the mission of helping you easily navigate the university and its surrounding community. Ultimately, we hope these resources help nurture your connection and involvement in your student's college years!

Make the Most of Your Parent Guide

- Hang on to your Guide! Inside you'll find information that's useful all-year long, including important phone numbers, web sites and calendars.
- Store your copy in a purse or glove compartment for convenient reference.
- Pass it along to parents of prospective college students to promote the school.
- Please recycle when finished!
- Discover more content, tips and local business information by visiting us online at: www.universityparent.com/manhattanville



contents



4 | Manhattanville Guide

Comprehensive advice, information for campus success

- 4 | Welcome Message to Parents and Students
- 5 | Undergraduate Studies
- 6 | Counseling Center, Health Center
- 8 | Housing and Dining
- 9 | Campus Resources, Organizations and Activities
- 10 | Bursar Office/Financial Aid

13 | Resources

Must-have knowledge to navigate your way

- 13 | Academic Calendar
- 14 | Important Phone Numbers

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Welcome Message to Parents and Students

Welcome to our vibrant global community of learners and educators! At Manhattanville, our students benefit from a nurturing environment for intellectual growth – and build the skills to thrive in a competitive world.

Recent grads have gone on to study at Yale, The Institut d'Etudes Politiques in Paris, Brown, Rensselaer Polytechnic Institute, New York Medical College, University of Limerick in Ireland, Marquette University, Sotheby's Institute of Art in London, and many other graduate programs. They have also secured employment with MasterCard Worldwide, Rolling Stone Magazine, American Museum of Natural History, Bank of America Merrill Lynch, Fundación ALAS, Morgan Stanley, USA Hockey, and more.

Manhattanville's character derives from our students who last year contributed over 30,000 hours of service while gaining valuable experience in areas such as management, teaching, and advocacy. Our beautiful 100 acres campus located only 30 miles from the heart of New York City. Look at all we have to offer

including the opportunity to build your own major; innovative First Year Seminar for freshman that allows them to find their own voice in the classroom; 21 Division III varsity athletic teams, many of which are league, conference, or division champions; exceptional internships with our corporate neighbors and alumni which often lead to jobs after graduation.

Please contact me directly if you have questions or require additional information.

Sincerely,

Kathleen Fitzgerald
Vice President, Enrollment Management
admissions@mville.edu ■

Undergraduate Studies

The majority of Manhattanville's undergraduates pursue the Bachelor of Arts degree. Some freshmen know the academic area or areas in which they want to concentrate; most do not. Consequently, it is possible to begin work in a major field the first year, but there is no need to declare a major until the second semester of the sophomore year. All students must complete a minimum of 90 credits in the liberal arts and sciences to meet New York State requirements for the Bachelor of Arts degree.

BACHELOR OF FINE ARTS

The Bachelor of Fine Arts is designed to prepare the art student for graduate study or for professional work in a wide variety of related areas. Specialization in painting, sculpture, printmaking, graphic design, or photography is available.

them are somewhat different from those for full-time students. They, too, must satisfy the criteria set by the departments selected as their major and minor fields. However, although they must complete a minimum of 120 credits (60 of them at Manhattanville), they may do so over a longer period of time.



ACCELERATED STUDY

Most Bachelor of Arts students complete their degrees in eight semesters. It is possible to accelerate the degree program and graduate in less than 8 semesters, if special permission is granted, but students interested in doing this must present a plan to the Board on Academic Standards no later than a year prior to the planned graduation.

BACHELOR OF MUSIC

A professionally oriented Bachelor of Music degree program is offered in Music Education for students interested in entering the teaching profession. The Bachelor of Music degree may be taken together with the Master of Arts in Teaching in a combined degree program offered by the Music Department with the School of Education.

ADULT ACCELERATED BACHELOR OF SCIENCE DEGREE COMPLETION PROGRAM

Manhattanville offers three Bachelor of Science Degrees in an accelerated format for adult students. The degrees are in Behavioral Studies, Organizational Management and Communications Management. Classes meet in the evenings and/or weekends and are scheduled in eight-week modules. The program may be completed in less than two years. ■

PART-TIME STUDY

Part-time undergraduates are not mandated to work within the Portfolio System, so degree requirements for

Counseling Center

The Counseling Center is a safe, private place for students to come and speak with professional clinicians regarding personal issues.

Who are we?

The Counseling Center staff consists of psychologists, psychiatrists and individuals with advanced training in those backgrounds. All clinicians at the Counseling Center have clinical experience working with young adults.

Types of services that we offer...

The Counseling Center offers comprehensive clinical services to the students of Manhattanville College free of charge.

- Individual psychotherapy
- Couple therapy
- Family counseling
- Group psychotherapy
- Consultations
- Assessments
- Psychiatric evaluations
- Crisis intervention
- Referrals

When are counselors available?

Clinicians are in the office from Monday - Thursday 9:00 a.m. to 8:00 p.m. and Fridays 9:00 a.m. to 5:00 p.m. In the rare instance that our hours are different, they are posted on the front door of the Counseling Center.

Please call (914) 323-5155 for an appointment or stop by Suite G-29 in Founders Hall. ■



- outreach programs
- Health counseling
- Educational information is available on a variety of health topics. Videos, books and pamphlets are available.
- Referrals can be made with community specialist (eg. Dentist, etc.) when ordered by Health Care provider. Most services are offered at no cost. Please call the Health Center at ext. 5245 if you have questions about a fee.
- Nutritional Counseling

Student Services Exclude:

- Dental Care
- X-rays ■

Health Center

REGULAR HOURS	
Monday	9am - 5pm
Tuesday	9am - 8pm
Wednesday	9am - 5pm
Thursday	9am - 8pm
Friday	9am - 5pm
Saturday	CLOSED
Sunday	CLOSED

Student Services include:

- General care for illness/injury
- Registered Nurses are available by phone or in person for advice or consultation.
- Gynecological Care - counseling and testing available for pregnancy, and STD's. Birth control available.
- Laboratory tests - performed in Health Center and include throat cultures, hematocrits, TB and urine tests. Lab tests sent out to

Quest Diagnostic include mono tests, chem screens, blood counts, pregnancy tests, STD tests, glucose tolerance tests and many others.

- Physical exams for: Sports, Study Abroad, Internships
- Measles, mumps and rubella vaccines
- Menomune vaccine
- Tetanus injections, if needed
- Flu vaccine
- Blood pressure monitoring
- Evaluation, testing, treatment (when possible) of STD's
- HIV/AIDS information, counseling, referrals and Support
- Alcohol/drug information, education, counseling and referral
- Smoking cessation information, education and support
- Resource for health/illness/wellness related topics/issues for articles, papers, etc.
- Health Education





Housing and Dining

There are four residence halls on campus in which students reside. Each of these halls has particular facilities available to the students which include:

- Each student is provided with a bed, mattress, desk, desk chair, closet, and dresser and/or closet organizer in their room.
- All student rooms are equipped with Cable TV service via Campus Televideo and LAN internet connections. A standard landline phone jack, which can be activated upon student's request, is also available in the room. More details are available when students check into the residence halls.
- Vending machines, Kitchens (for light cooking, except in Dammann Hall), and for a nominal fee, Washers and Dryers.

Cottages:

- Marissa A. Pagli House
- Duchesne House
- Olmsted House
- Burnett House
- Houston House

Residence Halls:

- Dammann Hall
- Founders Hall
- Spellman Hall
- Tenney Hall

Where to Eat:

Benziger Dining Hall	7:30 am to 8:00 pm Monday thru Friday 9:30 am to 8:00 pm Saturday and Sunday
Brownson Cafe	8:00 am to 7:30 pm Monday thru Thursday 8:00 am to 2:00 pm Friday 8:00 am to noon Saturday and Sunday
Pub-Outtakes / Blue Agave/ Coyote Jacks / Mondo Sub	7:30 am to 12 midnight Monday thru Sunday
Pura Vida Cafe at the Library	8 am to 10pm, seven days a week ■



Campus Resources, Organizations and Activities

Whatever you're passionate about, we've probably got a program or club that addresses the issue.

Manhattanville's policy is that all student organizations and meetings are open to any member of the community; closed meetings are prohibited. Remember, if you have an interest that is not represented here, all it takes to form a club at Manhattanville is you, 5 other students, an application, an advisor and lots of enthusiasm!

JOIN A CLUB TODAY!

The Office of Student Activities (OSA) enhances student life on the Manhattanville College campus. With over 40 registered clubs and organizations, residential and commuter students are encouraged to seek opportunities for involvement and leadership through OSA. The clubs and organizations represented by our office help create social, cultural and educational development opportunities for the campus community.

Please contact the Office of Student Activities at x5154 for event details and information on joining an existing club/organization or starting a new one.

CLUBS

ADAPT
Animation Club
Ascend Business Society
BSU
Christian Fellowship Club
Connie Hogarth Center Club
Dance Ensemble
Dance Troupe
Equestrian Club
For South Asia
Gay Straight Alliance
Gospel Choir
Graffiti
The Heart Beats
History Club
Hui o Hawai'i
Irish Step Dance
ISO
Jewish Student Association
LASO
Manhattanville College Music Educators National Conference
Manhattanville Music Board
Manhattanville Sound
Muslim Student Association
Players Guild
Pre-Law Society
Psychology Club
Right World View
Seeds of Peace
Step Team
Touchstone
Tri Beta Biological Honor Society
UJAMAA
WMVL ■



Bursar Office/Financial Aid

Manhattanville College requires that students complete the Free Application for Federal Student Aid (FAFSA) in order to be considered for funds from all available sources.

For students considering attendance in the Fall semester, a FAFSA should be filed by March 1st preceding their start date in order to be considered for funding from all sources. Some funding is awarded on a first-come, first-serve basis.

The FAFSA is available online at www.fafsa.ed.gov. Manhattanville College's federal college code number is 002760.

In order to complete the application process, prospective students must first apply for a Personal Identification Number (PIN) at the US Department of Education PIN Website. The PIN serves as the student's electronic signature for various types of financial aid related documents.

All recipients of state and/or federal financial aid must:

- Be U.S. Citizens or permanent resident aliens;
- Be formally accepted as degree candidates;
- Maintain satisfactory academic progress;
- Not owe a refund of any Title IV funds;
- Not be in default on repayment of a student loan.

In addition, kindly provide the following if requested by the college for the current academic year:

- A Verification Worksheet. Please make sure that you have completed sections A through E and signed the form.
- A signed, complete copy of your parent's federal income tax return, including all schedules, attachments and copies of W-2 statements.
- A signed, complete copy of the student's federal income tax return, including all schedules, attachments and copies of W-2 statements; or, for non-filers selected for verification, completion of the Income Statement on page 2 of the Verification Form. List all earned/unearned income received in the base year and attach copies of all W-2 statements.
- Itemization Worksheet
- A Stafford Loan Master Promissory Note, available at: studentloans.gov web site.
- Entrance counseling session, available at: studentloans.gov
- Copy of Student's Drivers License
- Other documents, as requested

Scholarships

Scholarships are available from a wide variety of sources, both within Manhattanville and from outside sources.

Grants

Manhattanville Grant

Consideration for this need-based award is determined through the FAFSA review process. The applicant must display financial need, be enrolled as a full-time matriculated student, and be a U. S. Citizen or Permanent Resident Alien.

Loans

Federal Direct Stafford Loan Programs (DL)

This loan assists students in paying their educational expenses. The loan is made to the student, and the student

is directly responsible for repayment of this debt. Eligibility is contingent upon completion and submission of appropriate application documents. The Stafford Loan carries a fixed interest rate and repayment of principal begins six months after you cease to be a student enrolled on at least a half-time basis (6 credits for an undergraduate student).

There are two types of Stafford Loans. If you demonstrate sufficient financial need, you will qualify for the Subsidized Stafford Loan. The federal government pays the interest on this loan while you maintain at least half-time status. If you do not qualify for the full Subsidized Stafford Loan, you may borrow an Unsubsidized Stafford Loan; however, you must pay the interest on this loan while you are in school or opt to capitalize the interest and pay it, along with the principal, upon leaving school.

Stafford Loan funds are borrowed directly from the Department of Education (DOE). Repayment is made directly to the DOE at the end of the six-month grace period. The amount of your student loan depends on the number of credits you have successfully completed. If you are a new student or have completed fewer than 28 credits, you are eligible for an annual maximum of up to \$3,500. If you have completed or transferred in with between 28 and 57 credits, you are eligible for an annual maximum of up to \$4,500. Once you have completed or transferred in with at least 58 credits, you are eligible for an annual maximum of up to \$5,500. Graduate Students may borrow up to a maximum of \$20,500.

Stafford Loan eligibility is determined by the Financial Aid Office. To apply for and receive such a loan, you must complete an Entrance Interview online at studentloans.gov and a Stafford Loan Master Promissory Note online at studentloans.gov. If you are an incoming or a continuing student whose file is complete, you will also need to complete these items online before the Stafford Loan can be processed. ►

In either case, you will need to complete an e-MPN for loan processing. After your e-MPN has been received, your loan will be electronically certified by the College and the Student Accounts Office will receive the loan and credit it to your account, half in each semester. The FAFSA is the annual application for a Federal Stafford Loan.

Federal Perkins Loans

Funded by the federal government and administered by the College, Federal Perkins Loans are awarded based on financial need and availability of funds. Eligibility is re-evaluated each year. Repayment begins nine months after the student ceases at least half-time enrollment (6 credits for an undergraduate). The interest rate on this loan is 5%. Eligible students must sign a promissory note with the Student Accounts Office before Perkins Loan funds can be credited to a student's account.

Federal Parent Loans (PLUS)

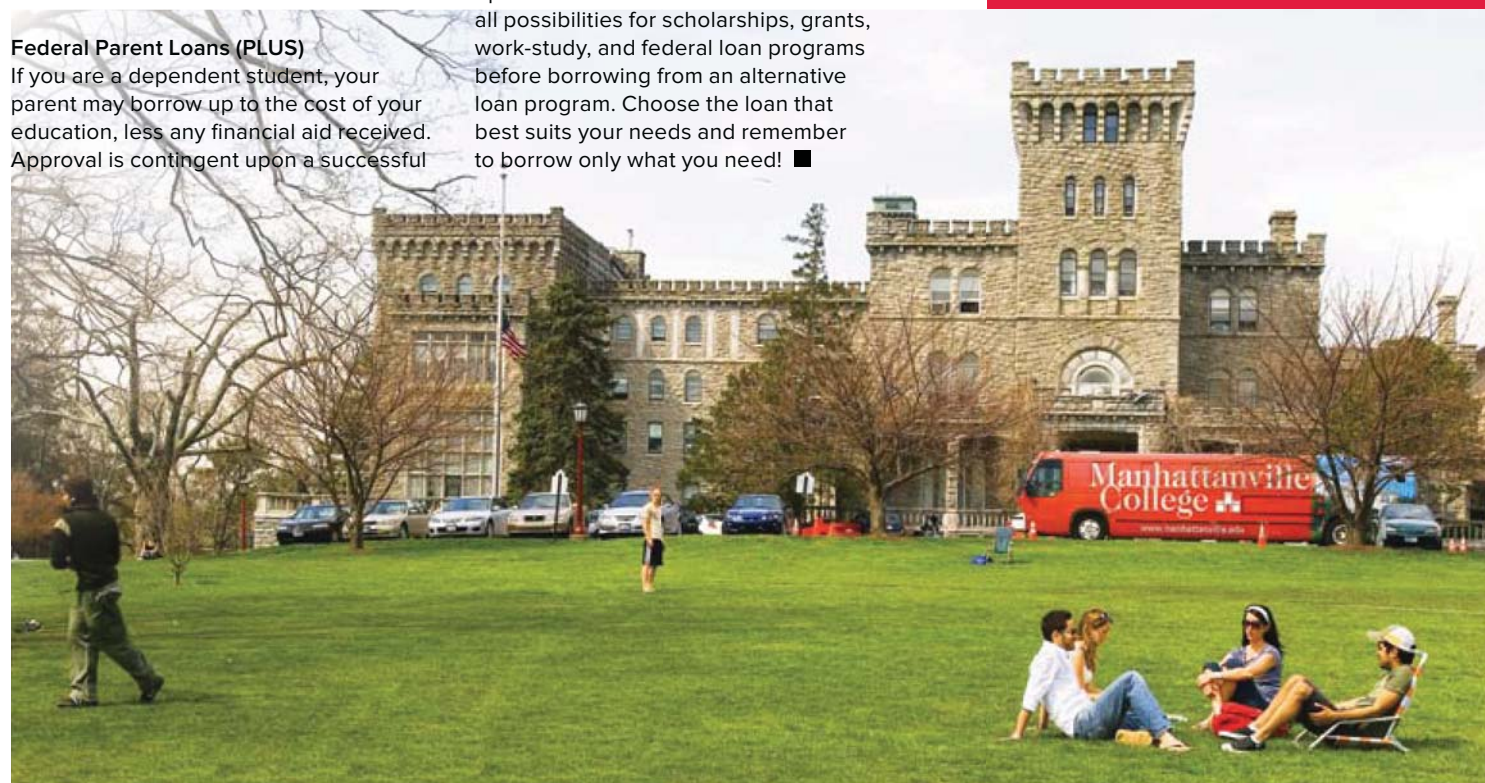
If you are a dependent student, your parent may borrow up to the cost of your education, less any financial aid received. Approval is contingent upon a successful

credit check. Loan proceeds (minus a 4% origination fee) are disbursed directly to your account, half in each semester. Your parent will need to go to studentloans.gov to complete your electronic PLUS Master Promissory Note (e-MPN).

Upon approval, the college will electronically certify the loan and schedule the disbursements. To use PLUS loan proceeds for the Fall bill, this process must be completed no later than June 1st. The PLUS loan carries a fixed interest rate. If you need further assistance, please do not hesitate to contact our office directly.

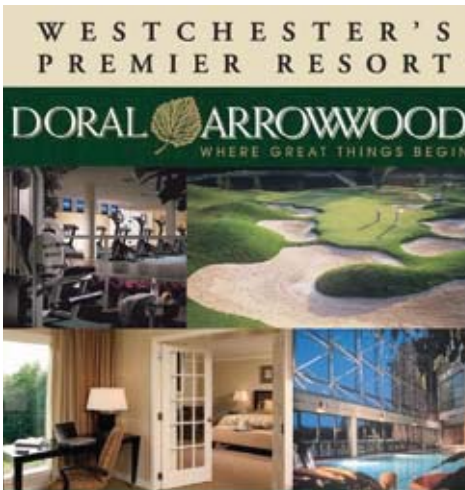
Alternative Loans

Alternative loans are private loans made through lending institutions and are not part of federal government loan programs. Alternative loans are more expensive than federal government guaranteed loans and should only be used when all other options have been exhausted. Research all possibilities for scholarships, grants, work-study, and federal loan programs before borrowing from an alternative loan program. Choose the loan that best suits your needs and remember to borrow only what you need! ■



Fall 2011 - Spring 2012
Academic Calendar

- August 29 – Classes Begin
- September 5 – Labor Day No Classes
- November 23 -25- Thanksgiving Break No Classes
- December 9 – Last Day of Classes
- December 12 -16- Final Exams
- January 23- Classes Begin
- March 12-16- Spring Break No Classes
- May 4- Last Day of Classes
- May 7-11- Final Exams
- May 17- Masters Commencement
- May 18- Baccalaureate
- May 19- Bachelor's Commencement ■



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Important Phone Numbers

Academic Advising	(914) 323-5353
Questions about majors, minors and any other information pertaining to academics.	
Admissions	(914) 323-5464
Acceptance and Scholarship issues.	
Athletics	(914) 323-7285
Information about athletic teams and sports on campus.	
Campus Safety and Security	(914) 323-5244
Questions about parking decals and ID cards.	
Commuter Student Services	(914) 323-5154
Questions related to being a commuter or a transfer student.	
Counseling Center	(914) 323-5155
Questions about Mental Health Services.	
Dean of Students	(914) 323-3134
Questions about policies on campus.	
Duchesne Center	(914) 323-3170
Questions about community service opportunities.	
Financial Aid	(914) 323-1989
Questions about loans and your financial package.	
Health Center	(914) 323-5245
Concerns about health forms/physicals and medical conditions.	
International Student Services	(914) 323-5168
Questions related to being an international student.	
Registrar	(914) 323-5337
Questions about transcripts and registering for classes.	
Residence Life	(914) 323-5217
Questions about living on campus or room assignments.	
Student Accounts	(914) 323-5266
Questions about your Manhattanville billing account.	
Student Activities	(914) 323-5154
Questions about Orientation and activities both on and off campus.	

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