

Graduation Ceremony Guidelines

Graduation Office
700 East Seventh Street
Saint Paul, Minnesota 55106-5000
E-mail: graduation@metrostate.edu
Phone: 651-793-1231

Commencement Information

Time: 7 - 9 p.m.
(approximate end time)

Where: Roy Wilkins Auditorium at
St. Paul RiverCentre
175 Kellogg Boulevard West, St. Paul MN

Arrival / Procession Information

- Suggested arrival times: 6 p.m. for graduates; 5:45 p.m. for friends and family
- Graduate ceremony lineup begins at 6:30 p.m.
- **All guests must be seated by 6:45 p.m.** (late arrivals will be seated after the processional)

Tassels

Position of the tassel on your graduation cap:

- Undergraduate candidates: Right shoulder
- Master's candidates: Left shoulder
- Doctoral candidates: Left shoulder

Tassels are changed to opposite side after the conferral of degrees

Conferring of Degrees

Before the president confers degrees, each college dean presents the graduates to the president. The graduates are then invited to process to the stage.

1. You step onto the stage and hand your name card to the person who will announce your name (name cards are handed out in the line-up area).
2. Proceed across the stage to the dean and the academic vice president, who hands you a medallion. Hand shaking is optional.
3. You receive congratulations from the president. A professional photographer has been retained to take your picture. Please pause when the president congratulates you to ensure a quality photo opportunity. This service is provided so that you can be assured a good photo of this important occasion. Approximately two weeks after commencement, you will receive a proof of your photo through the mail. You may order pictures from the studio. It is optional to order photos from the photographers.
4. After receiving your medallion, you step off stage and return to your row. Remain standing until all those in your college or school have returned to their seats. All graduates in the college or school will sit down at the dean's direction.

Recessional

The ceremony does not conclude until the end of the recessional. Alert your guests that they should remain seated until all graduates exit.