

# Commencement Checklist

Your participation in the commencement ceremony is encouraged. It is a wonderful conclusion to the completion of your degree. To participate in the ceremony you will need to complete the required items listed below. The items listed as 'optional' are not required, but provided for your consideration.

## Required

- Notify the Graduation Office of your intent to graduate** at the beginning of the semester you plan on graduating by registering for the graduation workshop. The graduation workshop is listed in the course schedule as "WKSP GRAD Graduation Requirements" The official deadline to register is posted in the event calendar.
- Complete the Graduation Workshop (GRAD WKSP) as indicated within the D2L workshop.**
- Obtain a cap and gown (available at the Graduation Expo or through Herff-Jones)**
- Plan for commencement.** Commencement ceremony is at Roy Wilkins Auditorium at Saint Paul RiverCentre.
  - Suggested arrival time for graduates is 6 p.m.; family and friends by 5:45 p.m.
  - Graduate ceremony lineup begins at 6:30 p.m.
  - All guests must be seated by 6:45 p.m.
  - Ceremony starts at 7 p.m. and ends around 9 p.m.
  - Late arrivals will be seated following procession.

## Optional

All of the below items will be available at the Graduation Expo, or online through the vendor listed.

- Announcements, class rings and diploma covers/frames (Herff-Jones)**
- Photographers**
  - a) Sit for a pre-commencement portrait photo in cap and gown available at the Graduation Expo (offered by GradImages/GradTrak)
  - b) GradImages/GradTrak will be photographing the commencement participants at commencement. Each graduate will be photographed 3 times during commencement: before walking across the stage, as you are receiving your medallion, and again after you cross the stage. Typically participants are emailed proofs from the ceremony within 2 weeks of the event. Proofs are emailed to the students' university email address. (go. metrostate.edu).