

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).

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.

College Designation for the Commencement Procession

At the commencement ceremony, students will be seated by college and school: First College, College of Arts and Sciences, College of Management, College of Nursing and Health Sciences, College of Professional Studies, and School of Law Enforcement and Criminal Justice.

If you are graduating from a specific program (such as accounting or law enforcement), you are affiliated with the college in which that program is housed. If you are graduating from a degree program within a specific college (such as business administration within the College of Management), you should choose that college. If your individualized program is interdisciplinary focusing on broad general themes or topics of special interest, you should line up with First College. Graduates in the Education majors should line up with the College of Arts and Sciences.

Programs & Majors by College

FIRST COLLEGE

Majors

- Aviation Management
- Individualized and Interdisciplinary B.A.
- Technology Management
- Peace Corps

COLLEGE OF MANAGEMENT

Majors

- Accounting
- Advertising and Business Management
- Business Administration
- Economics
- Finance
- Hospitality Management
- Human Resource Management
- Industrial Management
- Information Assurance
- International Business
- International Commerce
- Management
- Management Information Systems
- Organizational Administration
- Sales Management
- Marketing

Graduate Programs

- Business Administration
- Management Information Systems
- Public and Nonprofit Administration

COLLEGE OF ARTS & SCIENCES

Majors

- Applied Mathematics
- Biology
- Computer Forensics
- Computer Information Systems
- Computer Science
- English
- English Teaching
- Ethnic Studies
- Gender Studies
- History
- Liberal Arts
- Life Sciences Teaching
- Mathematics Teaching
- Philosophy
- Professional Communication
- Screenwriting
- Social Science
- Social Studies Teaching
- Technical Communication
- Theater
- Writing

Graduate Programs

- Computer Science
- Liberal Studies
- Technical Communication

COLLEGE OF NURSING & HEALTH SCIENCES

Majors

- Dental Hygiene
- Nursing

Graduate Programs

- Master of Science in Nursing
- Doctor of Nursing Practice

COLLEGE OF PROFESSIONAL STUDIES

Majors

- Alcohol & Drug Counseling
- Early Childhood Studies
- Human Services (all focus areas)
- Psychology
- Social Work
- Urban Early Childhood Education
- Urban Elementary Education

Teacher Licensure Programs

- Communication Arts and Literature
- Life Sciences
- Mathematics
- Social Sciences
- Urban Elementary Education

Graduate Programs

- Psychology

SCHOOL OF LAW ENFORCEMENT & CRIMINAL JUSTICE

Majors

- Criminal Justice
- Law Enforcement

Graduate Programs

- Criminal Justice

**If you are unsure of your college or have any other questions,
call 651-793-1231 or TTY 651-772-7687.**

Critical Information about Accommodation for Individuals with Disabilities

NOTE: A request should be made one month prior to commencement to ensure your accommodation needs can be addressed.

If you have any concerns about your family or friends' ability to walk long distances or climb stairs at the commencement ceremony, you must contact Disability Services (disability.services@metrostate.edu). Include a daytime telephone number for follow up.

The commencement ceremony is in the Roy Wilkins Auditorium at Saint Paul RiverCentre. It may be a difficult walk for elderly people or others with mobility challenges.

The auditorium is a beautiful, 'theater-like' room. Much of the audience will be sitting in sections that are sloped and accessible only by climbing stairs.

If you are concerned that members of your party may have difficulty climbing stairs, please advise them to arrive early enough to be seated on the main floor. Doors open at 5:30 p.m. Arrival by 5:45 p.m. or sooner is recommended.

Reserved seating is limited and provided only for people who have disabilities and only when their graduates have arranged for that service through Metropolitan State's Disability Services. Tickets are required. Watch your university e-mail for ticket information.

If you know a person with a disability will be attending your graduation ceremony and will require accommodations, disability.services@metrostate.edu that members of your party may have difficulty climbing stairs, please make those accommodations with our disability services staff by e-mailing **one month prior** to the commencement ceremony.

Frequently Asked Questions



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

How do I know if I have completed everything for graduation?

Your advisor clears you for graduation by completing a graduation review form. You should contact them before the semester begins to make sure you have completed all academic requirements. You must contact them so they can complete a review of your record for graduation.

The workshop is set up with two checklists. One for graduation and one for commencement. If you have completed those checklists you have completed the necessary steps for graduation on the administrative side of things.

Can I graduate and/or participate in the commencement ceremony if I have just one course left to complete?

Due to the size of the graduating class and the available seating at the ceremony, we are unable to allow additional students to walk at commencement. Note: In special circumstances we may allow a student to participate who is not graduating. The student will need to appeal based on extraordinary circumstances. This appeal form can be found on the graduation website.

How do I obtain my official transcript after graduation?

Your first official transcript after graduation is free, and will be mailed to you with your diploma. We will also mail an unofficial transcript to you. Official transcripts need to remain sealed until the intended recipient opens them.

If I drop or withdraw from a required course can I still graduate? Can I still participate in the ceremony?

When a student does not complete a required course for their program, they will not be able to participate in the ceremony. Only current semester graduates are able to participate in the ceremony unless they have an approved appeal.

What happens if I take an incomplete in a required course?

An incomplete course is still considered a course in progress. As long as the student completes the course within the guidelines of the university policy on grades (Incomplete grades are explained in Section 7 B), they will be able to graduate in the semester they complete their requirements. If the grade changes to an F, the student will need to reapply for graduation in a subsequent semester.

What is graduation with honors and how do I know if I am graduating with honors?

Students graduate with honors if their grade point average (GPA) is among the top 10 percent in their college or school. Honors graduates are notified approximately one month prior to the commencement.

When will I receive my diploma?

Diplomas are not handed out at commencement. Diplomas are mailed to the permanent address we have on file for you approximately 4 weeks after the end of the semester. Diplomas are only mailed to graduates who have paid off their balance with the school. To check your balance or to change your mailing address, please log into your student e-services portal, then click on bills and payments.

I am moving, where will my diploma be mailed to?

Diplomas are mailed to the permanent address we have on file for you. Once you know what your new address will be, please change it within the student e-services portal. In addition, please make sure you update your address with the United States Post Office. This will ensure that your diploma is forwarded to your current address.

What is the diploma mailed in? Could it get damaged?

Diplomas are mailed in a hard 9" X 13" cardboard envelope. If the envelope does not fit in your mailbox, most postal carriers will leave the envelope in a safe place. They will not bend the envelope so it "fits" in your mailbox. Typically, your postal carrier will place the envelope in a safe secure area.

Did these FAQs answer your questions?

If they did not, please email your question to graduation@metrostate.edu. If your question is something other graduates may want to know, it will be added to this FAQ page and ASK US. All information shared with the graduation office will be kept confidential.