

The Commencement ceremony will be held on Saturday, December 14, 2019 at:

Minneapolis Convention Center
 1301 2nd Avenue South
 Minneapolis, MN 55403

What is Commencement?

Graduation is the process of a student completing their academic requirements at Metropolitan State University- which involves coursework and acquiring the number of credits needed to confer a degree. The Registrar's Office facilitates the student graduation process.

Commencement activities include events that celebrate a student's graduation from their process. Commencement activities include Graduation & Commencement Expo, President's Outstanding Student Awards Reception, and Commencement.

Student Life & Leadership Development facilitates all Commencement Activities.

Livestreaming

Livestreaming will be available the day of Commencement. Viewers can access the livestream by going to: www.metrostate.edu.

Ceremony Information

In an effort to provide a better experience for all graduates and their guests, we have split Commencement into two ceremonies: Green and Red. The tickets each graduate receives will correspond with the ticket color for each ceremony.

Green Ceremony begins at 10am	Red Ceremony begins at 2pm
Participants include the undergraduate, masters, and doctoral graduates from the following colleges: <ul style="list-style-type: none"> • College of Management • College of Liberal Arts • College of Sciences • School of Urban Education 	Participants include the undergraduate, masters, and doctoral graduates from the following colleges: <ul style="list-style-type: none"> • College of Community Studies and Public Affairs • College of Individualized Studies • College of Nursing and Health Sciences
Arrival Process <ul style="list-style-type: none"> • Graduates must arrive between 9:15am and 9:45am for processional line up. • Doors to the auditorium open at 9:15am. All guest seating is general admission. • Please keep all members of your party together, especially 	Arrival Process <ul style="list-style-type: none"> • Graduates must arrive between 1:15pm and 1:45pm for processional lineup. • Doors to the auditorium open at 1:15pm. All guest seating is general admission. • Please keep all members of your party together, especially

<p>children/minors. Minors should not be left unattended.</p> <ul style="list-style-type: none"> • Guests must be seated by 9:45am. • The processional of graduates will start at 10am and the recessional will end at 11:30am. • Late arrivals and guests without tickets will be seated after the processional. • If you are a late arrival, please be mindful that the ceremony has already started. Please keep your voices to a low level out of respect for the graduates. • Once you are seated, please do not move around in the auditorium. The University has hired photographers and videographers to document the event, so please refrain from moving around the auditorium to take your own photos. 	<p>children/minors. Minors should not be left unattended.</p> <ul style="list-style-type: none"> • Guests must be seated by 1:45pm. • The processional of graduates will start at 2pm and the recessional will end at 3:30pm. • Late arrivals and guests without tickets will be seated after the processional. • If you are a late arrival, please be mindful that the ceremony has already started. Please keep your voices to a low level out of respect for the graduates. • Once you are seated, please do not move around in the auditorium. The University has hired photographers and videographers to document the event, so please refrain from moving around the auditorium to take your own photos.
<p>Departure Process</p> <ul style="list-style-type: none"> • Please try to stay in your seats throughout the ceremony. • Five minutes before the recessional, staff will clear Auditorium lobby and put up stanchions in main walkways to create a clear path for graduates and staff to exit the ceremony. No one will be allowed to enter or exit the auditorium at this time. • During the processional, we ask that guests stay in their seats. We also ask guests to keep walkways clear in case of emergency. This allows for a smooth and safe ceremony for all participants. • After the graduates have exited the auditorium, guests will be allowed to exit. Meet your graduate or other members of your party at the designated college banner placed in the lobby. 	<p>Departure Process</p> <ul style="list-style-type: none"> • Please try to stay in your seats throughout the ceremony. • Five minutes before the recessional, staff will clear Auditorium lobby and put up stanchions in main walkways to create a clear path for graduates and staff to exit the ceremony. No one will be allowed to enter or exit the auditorium at this time. • During the processional, we ask that guests stay in their seats. We also ask guests to keep walkways clear in case of emergency. This allows for a smooth and safe ceremony for all participants. • After the graduates have exited the auditorium, guests will be allowed to exit. Meet your graduate or other members of your party at the designated college banner placed in the lobby.

Requesting to participate in Commencement

Please work with your academic advisor to fill out the appropriate paperwork to ensure that you are able to register for the D2L Brightspace Graduation Workshop.

Once you have been approved to graduate, you will be added to the D2L Brightspace Commencement Workshop.

Students can request to participate in Commencement until Sunday, December 1, 2019.

Tickets

Each student participating in Commencement will receive 7 tickets. Once a student has been added to the D2L Brightspace Commencement Workshop, they will receive tickets for Commencement.

Students who are added to the Commencement Workshop before Sunday, October 27, 2019 will receive their tickets via mail (USPS) and should update their permanent address in e-Services to ensure their tickets arrive to the appropriate residence.

Any tickets returned via mail (USPS) can be picked up at Gateway Student Services on the First Floor of Founders Hall on the St. Paul Campus. If Student Life & Leadership Development receives returned tickets, they will email Commencement Participants via their Metropolitan State University address (Star ID) when the tickets are available for pick up.

Students who are granted approval to graduate can be added to the Commencement Workshop until Sunday, December 1, 2019.

Students who submit their intention to participate in Commencement between October 27, 2019 and December 1, 2019 will be notified by Student Life & Leadership Development when their tickets are ready to be picked up. Tickets can be picked up at Gateway Student Services on the First Floor of Founders Hall on the St. Paul Campus. Tickets must be picked up by Friday, December 13, 2019 at 12pm.

Student Life & Leadership Development understands that some students need more than 7 tickets. If you are a student looking for additional Commencement tickets or have extra tickets you'd like to offer your peers, you can post on the Commencement Ticket Discussion Board on D2L Brightspace in the Graduation Workshop beginning in November.

If students do not receive additional tickets, there will be a livestream of the Commencement Ceremony online. This can be accessed the day of Commencement by going to the Metropolitan State University website: www.metrostate.edu.

There will be overflow seating outside of the Minneapolis Convention Center Auditorium and the livestream will be available in this location as well. Guests without tickets will be allowed into the auditorium to fill any remaining seats 15 minutes after the ceremony has begun, which often immediately follows the processional of the graduates.

Graduate Line Up

Graduates will line up in a room (upstairs or downstairs) of the Minneapolis Convention Center and will line up according to their degree. Graduates may line up in any order within their college. Please follow signage to the designated line up space.

We ask that families and guests remain in the ticket line or in the auditorium. If a graduate has children or minors with them, we ask that they work to secure childcare for their children during the ceremony.

Each graduate will receive a name card with their guest tickets in the mail. If you do not receive a name card, these will be available in the Graduate Line Up room. This name card is handed to the speaker on stage, who will read your name as you walk across the stage.

- **Doctoral and Masters** graduates will line up by the degree name posted on the wall.
- **Bachelor's** graduates will line up with the college they are receiving their degree from.
 - If you are not sure which college you are receiving your degree from, contact your academic advisor and review the Commencement Survey on D2L Brightspace.

If a graduate is late to the ceremony, please go to the Info Desk in the lobby. Staff will guide you to your designated seat with your academic college.

Regalia and Tassels

Regalia (caps, gowns, tassels, stoles, honor cords, invitations, etc.) can be purchased at

- **Commencement & Graduation Expo**
- **Saturday, October 26**
9:00am-1:30pm
New Main Great Hall on the St. Paul Campus.

If a student does not purchase their regalia at Grad Expo, they can access it at herffjones.com or at the Commencement Ceremony. Herff Jones will have a limited number of regalia available and take cash and check the day of Commencement.

Custom regalia (stoles or caps) can be purchased through Herff Jones or through different departments on campus. Regalia must be approved by Student Life & Leadership Development. To have your stoles or caps approved, please contact: student.life@metrostate.edu.

Tassels should be worn as follows:

- Doctoral and Masters graduates: Left shoulder side
- Undergraduate graduates: Right shoulder side

Processional

A university staff member will lead graduates into the auditorium at the beginning of the ceremony. Graduates will follow the person in front of them in a single line. Once in the auditorium, additional staff members will help direct graduates into the proper row to be seated.

During the processional, we ask that guests stay in their seats. We also ask guests to keep walkways clear in case of emergency. This allows for a smooth and safe ceremony for all participants.

While graduates are entering the auditorium, guests in the ticket line will be asked to remain outside the auditorium until all graduates and university staff have been seated. Guests will be allowed into the auditorium after the University President's opening remarks and America the Beautiful has been sung. This often is about 15 minutes after the ceremony has begun.

To ensure that you are able to experience the full Commencement Ceremony, we ask that all guests are seated at least 5 minutes before the ceremony has begun.

Presentation of Graduates

After the ceremony speakers (Outstanding Student Award Recipient, Alumni Association, MN State Board Member, and Student Senate), the graduates will be invited to process across the stage by university staff members. Masters and Doctoral graduates will process first and then the undergraduate graduates. Each college will be escorted to the stage according to their seating in the auditorium. The process for the presentation goes as follows:

1. Step on stage and hand name card to the name card reader
2. After you hand the card to the name card reader, continue walking. Please do not pause, as this creates a delay in the ceremony.
3. Process across the stage to the dean and academic vice president, who will hand you a medallion. You may shake hands, but that is optional.
4. Receive congratulations from the University President. A professional photographer has been retained to take your photo with the University President. Please pause when the University President congratulates you to ensure a quality photo opportunity. This service is provided to assure a quality photo for this momentous occasion.
5. After proceeding across the stage, return to your row.
6. Remain standing (if able) until all those in your college or school have returned to their seats. All graduates in the college will sit down at the dean's direction.

Conferring of degrees

The University President confers degrees at the end of the ceremony. Graduates are expected to stay until the end of the ceremony.

Recessional

Five minutes before the recessional, staff will clear Auditorium lobby and put up stanchions in main walkways to create a clear path for graduates and staff to exit the ceremony. Please note that guests who leave the auditorium will not be able to enter at this time. If you leave the auditorium, please bring all belongings, children, and guests in your party.

Once the degrees have been conferred by the University President, the recessional will begin. A university staff member will lead graduates out of the auditorium, signifying the end of the ceremony.

There will be banners with each college or school displayed in the Minneapolis Convention Center lobby for graduates to connect with their guests and take photos with their peers.

During the recessional, we ask that guests stay in their seats until the last graduate has left the auditorium. We also ask guests to keep walkways clear in case of emergency. This allows for a smooth and safe ceremony for all participants.

Accessibility at Commencement

Tickets and reservations to Commencement are required for persons using accessibility services. Accessible seating is limited and available only with people with disabilities and one companion. While every effort is made to seat everyone in their party together, limited space means that we cannot guarantee it.

Please arrive to your designated Commencement Ceremony at least 30 minutes before the start to ensure accommodations are met.

For accommodations, contact: accessibility.services@metrostate.edu.

Frequently asked questions/Additional guest information

- **Tickets:** All guests, including children/toddlers, need tickets for the ceremony. Infants in carriers or strollers also need tickets. Strollers and carriers can be stored outside the auditorium. Please inquire about storing such items with security staff. If you do not have a ticket or arrive to the ceremony late, you will be allowed into the auditorium 15 minutes after the ceremony has begun.
- **Additional tickets:** Student Life & Leadership Development will not be distributing additional tickets. Please inquire about additional tickets on Commencement Ticket Discussion Board on D2L Brightspace Commencement.
- **Lost tickets:** If you have lost or misplaced your tickets, please email student.life@metrostate.edu.
- **Parking:** Guests may park at the Minneapolis Convention Center Ramp or access street parking. If any guests are not able to walk, please drop them off at the lobby to check in with Accessibility Services.
- **Balloons/Flowers:** Balloons and flowers are welcome. We ask that these items are stored outside the auditorium to not obstruct views of the ceremony. Please inquire about storing such items with security staff.
- **Photography and videography:** Metropolitan State University has hired photographers and videographers to capture the Commencement Ceremonies. Please do not leave your seats to take photos or videos.
- **Bathrooms:** There will be bathrooms located across from the Auditorium through the Lobby area. Gender inclusive bathrooms will be located to the right, past the escalator.
- **Please stay in your seats:** We ask that guests stay in their seats during the processing, ceremony, and recession. Please do not stand in walkways or enter/exit the Auditorium repeatedly, unless you need to access the bathroom or would like to sit in the Lobby. This movement and noise can be distracting to graduates, their guests, and can be heard on the livestream.
- **Walkways and the Auditorium Lobby will be cleared and stanchioned off five minutes before the end of the ceremony.** This will allow for a smooth recession for the graduates to exit the Auditorium.
- **Lost and found:** Any lost items will be turned in to the Minneapolis Convention Center Security Desk.

Questions

For questions regarding Commencement, contact Student Life & Leadership Development at: student.life@metrostate.edu