

**The Commencement ceremony will be held on Saturday, May 8, 2021.**

**What is Commencement?**

**Commencement** is a formal event, held twice annually (spring and fall), to celebrate and recognize the milestone of completing (or the anticipated completion of) a program or degree for a respective group of students. Participation in commencement is optional and does not confirm completion of degree requirements. Commencement activities (Graduation & Commencement Expo, President's Outstanding Student Awards, and Commencement) are facilitated by Student Life & Leadership Development.

**Graduation** is the official confirmation of the completion of all degree requirements, as maintained on your degree audit report, and is recorded on your official transcript, both of which are administered by the Registrar's Office.

**Virtual Ceremony Information**

The virtual commencement ceremony is a pre-recorded ceremony that is viewed via Stage Clip on Saturday, May 8, 2021. There are no live components of the ceremony to ensure the safety of all Metropolitan State University community members. While we wish we could celebrate with all commencement participants and their guests in person, we take the current COVID-19 pandemic seriously and hope to be able to celebrate again with you all in the future.

**Process**

Commencement participants will be enrolled in the Commencement D2L workshop at [metrostate.learn.minnstate.edu](https://metrostate.learn.minnstate.edu) by completing the Commencement Participation Quiz in the GRAD WKSP, Summer Grad Qualtrics Survey, or by e-mailing [student.life@metrostate.edu](mailto:student.life@metrostate.edu) to request to participate in commencement no later than 2/15/2021. Once enrolled in the Commencement D2L workshop, students will be able to access continued virtual commencement updates online. Students must regularly review the workshop and their university e-mails for the most up-to-date commencement information.

**Important: By the end of March, students will receive an email from our vendors, Marching Order and Stage Clip, to submit a photo, quote, and video. These materials must be submitted by the deadline. Since the virtual ceremony is pre-recorded, we cannot accept any materials or commencement participation requests past the deadline.**

- If commencement participants do not receive these e-mails, please e-mail [student.life@metrostate.edu](mailto:student.life@metrostate.edu) as soon as possible and before the deadline.
  - This is the only way we can ensure that all of your materials are included in the virtual ceremony.

**What do I submit?**

You will submit a photo and quote to Marching Order for your Virtual Commencement presentation slide.

You can submit an optional congratulatory video to Stage Clip, which will be viewed after your slide in the Virtual Commencement Ceremony.

### **Livestreaming**

Livestreaming will be available the day of Commencement. Viewers can access the livestream by going to: [www.metrostate.edu](http://www.metrostate.edu).

Commencement participants will also receive an email with the direct link to the ceremonies the week before commencement to the university e-mail account.

### **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.

<b>Green Ceremony begins at 10am</b>	<b>Red Ceremony begins at 1pm</b>
Participants include the undergraduate, masters, and doctoral graduates from the following colleges: <ul style="list-style-type: none"> <li>• College of Management</li> <li>• College of Liberal Arts</li> <li>• College of Sciences</li> <li>• School of Urban Education</li> </ul>	Participants include the undergraduate, masters, and doctoral graduates from the following colleges: <ul style="list-style-type: none"> <li>• College of Community Studies and Public Affairs</li> <li>• College of Individualized Studies</li> <li>• College of Nursing and Health Sciences</li> </ul>

### **Graduation Workshop and Commencement Workshop in D2L**

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 registered for the Graduation Requirements Workshop, WKSP GRAD, please complete the **Commencement Participation Quiz no later than 2/15/2021** to indicate your intention of participating in commencement. You will then be added to the Commencement Workshop. Once you are enrolled in the Commencement Workshop, you are RSVP'd for Commencement.

If you are a **summer graduate, complete the Qualtrics Survey by 2/15/2021** to be added to the Commencement D2L:

[https://metrostateie.co1.qualtrics.com/jfe/form/SV\\_1NCx59XM0h3SWYB](https://metrostateie.co1.qualtrics.com/jfe/form/SV_1NCx59XM0h3SWYB)

### **International Guests Invitations**

The Registrar's Office will no longer provide letters for students with international guests, as the letters are not considered in the VISA process.

Instead, please log in to D2L Brightspace and go to the Commencement Workshop. Once you have logged in, click the "Commencement Participation Certificate" tab and you will be able to download a certificate verifying that you are participating in commencement. Your international guest(s) may submit this certificate as part of their VISA/International Guest Application with their respective embassy. For more information about this process, please contact [student.life@metrostate.edu](mailto:student.life@metrostate.edu)

### **Regalia information**

Due to the COVID 19 Pandemic, there will not be an in-person Commencement Expo Event.

We encourage students to purchase regalia online between January 15 and March 15 at 9am.

Please be sure to order online to have your regalia in hand by the photo deadline.

If you would like to purchase, please go to the [Herff Jones website \(herff.ly/metrostate\)](https://herff.ly/metrostate) and contact their customer service via e-mail at [gradmidwest@gmail.com](mailto:gradmidwest@gmail.com).

### **Questions about regalia, purchases, returns or exchanges:**

If you have questions about regalia, including returns/exchanges, please contact [gradmidwest@gmail.com](mailto:gradmidwest@gmail.com) and Herff Jones will help you with your questions/inquiries.

### **Custom regalia:**

Custom regalia (stoles or caps) can be purchased through Herff Jones or through the department they are working directly with. Regalia must be approved by Student Life & Leadership Development. To have your stoles or caps approved, please contact: [student.life@metrostate.edu](mailto:student.life@metrostate.edu).

### **How to wear your regalia:**

Tassels should be worn as follows:

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

Stoles should be worn over your gown. You may wear as many stoles as you would like.

Caps can be decorated, so long as they are not offensive or distracting.

Graduate and doctoral program hoods should not be worn until a student is hooded on stage.

### **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.

### **Accessibility at Virtual Commencement**

Virtual commencement will include captioning and ASL interpreting.

For accessibility-related accommodations, contact: [accessibility.services@metrostate.edu](mailto:accessibility.services@metrostate.edu)

### **Frequently asked questions/Additional guest information**

- **Tickets:** Tickets are not needed or required for the virtual commencement ceremony. Please feel free to share the link with your family members, guests, or loved ones. SLLD will e-mail you the ceremony link the week of the ceremony.
- **Ceremony link:** SLLD will share the ceremony link with you the week of virtual commencement. Make sure you check D2L and your e-mail. If you cannot find the information, you can access the link the day of the ceremony at the Metro State Website.

- **Are there any aspects of the ceremony that are “live?”** For all participants’ safety during the COVID-19 pandemic, all aspects of the Virtual Commencement are pre-recorded and virtual, so you may view via the livestream in the safety of your home. We encourage you to share the link with your loved ones and set up “watch parties” via Zoom or other online software to celebrate together!
- **Virtual commencement submission information:** For the virtual ceremony, commencement participants will receive an email from Marching Order and Stage Clip to submit a photo, quote, and video. **You must submit these materials by the deadline. Since the virtual ceremony is pre-recorded, we cannot accept any materials past the deadline.**
  - If you do not receive these e-mails, please e-mail [student.life@metrostate.edu](mailto:student.life@metrostate.edu) as soon as possible and before the deadline.
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- **What do I submit for the virtual commencement?**
  - You will submit a photo and quote to Marching Order for your Virtual Commencement presentation slide.
  - You can submit an optional congratulatory video to Stage Clip, which will be viewed after your slide in the Virtual Commencement Ceremony.
- **Can I submit my virtual commencement information after the deadline?** Since the virtual ceremony is pre-recorded, we cannot accept any late submissions of materials or requests to participate after the deadlines.

### **Questions**

For questions regarding Commencement, contact Student Life & Leadership Development at: [student.life@metrostate.edu](mailto:student.life@metrostate.edu)