



The Commencement ceremonies will be held on Saturday, December 10th, 2022, at the Minneapolis Convention Center located at 1301 Second Avenue South Minneapolis, MN 55403. The times of the ceremonies are listed below.

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 (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**.

Livestreaming

Livestreaming will be available the day of Commencement. Viewers can access the livestream by going to: www.metrostate.edu. You will also be able to view on our YouTube channel: <https://www.youtube.com/c/MetropolitanStateLive/videos> Please note that the videos will not appear (go live) until about 15 minutes prior to the ceremony start.

Ceremony Information

In an effort to provide a better experience for all graduates and their guests, we have split Commencement into two ceremonies: Yellow and Red. The wristbands each graduate receives will correspond with the wristband color for each ceremony. Please be sure you receive the correct color of wristband for the guest attending your ceremony – this is particularly important if you are “double-majoring” (see the FAQs below for more information on this).

The following table includes information about Commencement ceremony times.

<p>1st Ceremony December 10th, 2022 begins at 10:30 am., arrive at 9:45 am.</p>	<p>2nd Ceremony December 10th, 2022 begins at 2:30 pm., arrive at 1:45 pm.</p>
<p>Participants include the undergraduate, master’s, and doctoral graduates from the following college:</p> <ul style="list-style-type: none"> • School of Urban Education • College of Liberal Arts • College of Individualized Studies • College of Sciences • College of Nursing and Health Sciences 	<p>Participants include the undergraduate and master’s degree graduates from the following colleges:</p> <ul style="list-style-type: none"> • College of Community Studies and Public Affairs • College of Management

<p>Arrival Process</p> <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 children/minors. Minors should not be left unattended. • Guests must be seated by 9:45am. • The processional of graduates will start at 9:45am and the recessional will end at 11:30am. • Late arrivals and guests without wristbands will be seated after the processional if, we are not at capacity. • 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>Arrival Process</p> <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 children/minors. Minors should not be left unattended. • Guests must be seated by 1:45pm. • The processional of graduates will start at 1:45pm and the recessional will end at 3:30pm. • Late arrivals and guests without wristbands will be seated after the processional if, we are not at capacity. • 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 recessional, we ask that guests stay at 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 recessional, we ask that guests stay at 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.



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 9/27/2022 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.

Students graduating in Summer or other semesters who wish to participate in Commencement:

If you are a student that would like to participate in Commencement **before or after you have applied to graduate**, please e-mail student.life@metrostate.edu with the following information:

1. Your name
2. Student ID number
3. STAR ID
4. College/Program you are in
5. Ceremony you are requesting to participate in (Fall or Spring).

Any students requesting to participate in Commencement may submit their request until 2 weeks before the Commencement Ceremony.

Wristbands

Once a student has been added to the D2L Brightspace Commencement Workshop, they will receive 7 wristbands at Commencement Expo on October 29th.

Students who are unable to attend Commencement Expo, or are added to the Commencement Workshop after October 31st, can pick up their wristbands between November 1st, until December 8th, 4:00 p.m., from Gateway Student Services during their normal business hours.

Students who submit their intention to participate in Commencement between October 31 and November 28th, 2022 will be notified by Student Life & Leadership Development when their wristbands are ready to be picked up. Wristbands can be picked up at Gateway Student Services on the First Floor of Founders Hall on the St. Paul Campus. Wristbands must be picked up by Thursday, December 8th, 2022 at 4 pm.

Student Life & Leadership Development understands that some students need more than 7 wristbands. If you are a student looking for additional Commencement wristbands or have extra wristbands we encourage you to talk with your peers or cohort members to either receive or get extra wristbands, we are unable to provide extras.



Please note that guests without wristbands (and late arrivals) **WILL** be allowed into the auditorium to fill any remaining seats in the back of the Auditorium about 15 minutes after the ceremony has begun (following the processional of the graduates). This will be first come, first served until/if we reach capacity.

Additional options include a livestream of the Commencement Ceremony in the overflow seating outside of the Minneapolis Convention Center Auditorium and watching it online (see **Livestreaming** above).

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

Graduate Line Up

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

We ask that families and guests remain in the wristband 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 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/school they are receiving their degree from.
 - If you are not sure which college you are receiving your degree from, contact your academic advisor.

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/school.

Regalia information

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



Commencement Expo
Saturday, October 29, 2022
9:30am-1pm
New Main Great Hall

Our vendor is Herff Jones (herff.ly/metrostate)

Please go to the D2L Commencement Workshop to complete PDF forms and to get information regarding regalia pricing and ordering. To order online, go to the Herff Jones Website above.

Very limited numbers of regalia will be available for purchase at Commencement.

Questions about regalia, purchases, returns or exchanges:

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

Custom regalia and stoles:

Custom regalia (stoles or caps) can be purchased through Herff Jones. Regalia must be approved by Student Life & Leadership Development. To have your stoles or caps approved, please contact: 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.

Doctoral graduate hoods should not be worn until a student is hooded on stage.

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 at 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 wristband 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. This 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 start.

Presentation of Graduates

After the ceremony speakers, the graduates will be directed to process across the stage. Doctoral and Masters graduates will process first and then the Undergraduate graduates. Each college/school 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. 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/seat.

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 re-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. Students will march out of the auditorium, signifying the end of the ceremony.

Graduates will be able to connect with their guests and take photos with their peers in the Lobby.

During the recessional, we ask that guests stay at their seats until they are released by Staff. 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

Commencement has accessibility services to ensure that all participants are able to celebrate with their loved ones. Reservations, in addition to a wristband to Commencement, are required for accessible seating.

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

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

Frequently asked questions/Additional guest information

- **Wristbands:** All guests, including children/toddlers, need wristbands for the ceremony. Infants in carriers or strollers also need wristbands. Strollers and carriers can be stored outside the auditorium. Please inquire about storing such items with security staff. If you do not have a wristband or arrive to the ceremony late, you may be allowed into the auditorium 15 minutes after the ceremony has begun until we have reached capacity.
- **Additional wristbands:** Student Life & Leadership Development will not be distributing additional wristbands.
- **Parking:** There are several pay parking lots near the Convention Center. 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, but they must be stored outside the auditorium to not obstruct views of the ceremony. Please inquire about storing such items with security staff as we have convenient locations to hold these until after the ceremony has completed.
- **Photography and videography:** Metro 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.
- **Colleges and Schools:** Metropolitan State University is comprised of six (6) colleges and one School. So, while you are graduating from Metropolitan State University you are have also completed your degree in the College of Liberal Arts, College of Management, School of Urban Education, etc. This is important to know as we conduct two Commencement ceremonies and only have certain Colleges at each one. See the chart on page 1 for this ceremony's split.
- **Bachelor or Master of Arts (BA/MA), Bachelor or Master of Science (BS/MS):** Your final degree will be either a BA/MA or a BS/MS (unless you are receiving a Doctorate). The difference between "Arts" and "Science" tends to signify whether there was a greater concentration of coursework focus on arts and humanities or toward scientific and technical fields. It does NOT signify what college under which you should commence. So, as examples, a Bachelor of Science in Accounting falls under the



College of Management (**not** the College of Sciences) and a Bachelor of Arts in Individualized Studies falls under the College of Individualized Studies (**not** the College of Liberal Arts). You need to know/double check what College your degree falls under. This is easily done by clicking the “Academics” choice on Metro’s Home Page and selecting “Colleges, Schools and departments”

- **Double Major:** If you will be receiving a double major you will need to decide which major (and, therefore, which college) you would like to Commence with and then sit with that college.
- **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