

COMMENCEMENT CORNER

2013 STUDENT GUIDE TO GRADUATION



The Commencement Corner booklet is a tool to help graduating seniors with everything they need to know about their commencement day and the events leading up to that day.

More information regarding commencement ceremonies can be found either in the Mayville State University's Academic Catalog or on the following Website:

www.mayvillestate.edu/commencement.

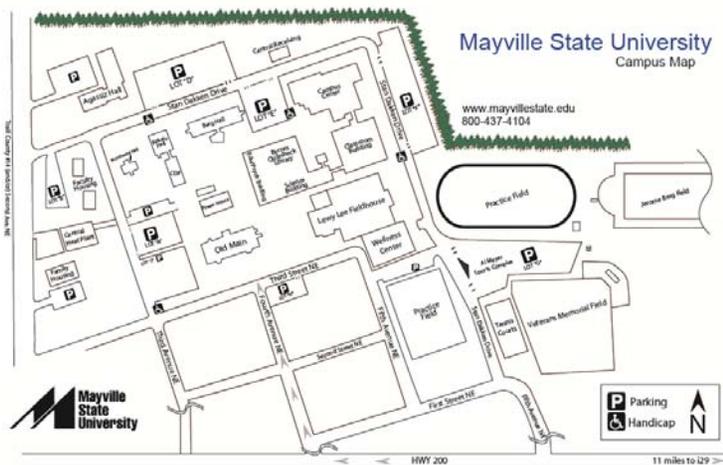


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GREETINGS FROM THE PRESIDENT



Dear Graduation Candidate,

Congratulations on your pending graduation from Mayville State University. Graduation is an important milestone and I hope your tenure at Mayville State University has been a

positive one. I am sure your college experiences have fully prepared you for the next stage in your life.

The skills you acquired in college will serve you well. It takes a lot of hard work, diligence, and study to earn a college degree. I hope Mayville State University's personal service approach has had a positive impact on you and that you will use your new skills to achieve all of your dreams.

On behalf of Mayville State University, congratulations! I wish you the best of everything in your future endeavors and I hope you remember your university fondly.

Sincerely,

Dr. Gary Hagen, President

WELCOME TO THE MAYVILLE STATE UNIVERSITY ALUMNI FAMILY!



Congratulations on earning your college degree. We welcome you with open arms into our Mayville State University alumni family! We hope that you will always hold the memories of the special time you spent at Mayville State close in heart. You've reached an important milestone in your life, an accomplishment in which you should take much pride.

You are important to us. Please keep us informed of what's happening with you, so we can share your news through our alumni magazine, the *MSU Today*. This newsletter keeps Mayville State alumni and friends up-to-date with what's happening on campus and with our alumni and friends. When you move, please be sure to let us know of your new address so we can keep you on our mailing list!

As an alum, you will have many opportunities to support your alma mater. You could encourage students to attend Mayville State, volunteer your time for various projects, call or write legislators about the importance of Mayville State, or attend various campus activities and sporting events. How about supporting our student academic or athletic scholarship programs?

No matter how you choose to support the University, the most important thing you can do is to keep us informed about you. We want you to remain a part of our Mayville State University family. Mayville State has great tradition and a strong future. YOU are a very important part of that future!

Best wishes! We look forward to hearing great things about you.

On behalf of the Mayville State Alumni Association,

Beth Swenson
Director of Alumni Affairs

GRADUATION REQUIREMENTS

Associate of Arts Degree Requirements:

1. Candidates for the Associate of Arts degree must have earned a minimum of 64 hours and must also complete specific program requirements.
2. A degree is granted only to students who have earned at least 15 semester hours in residence.
3. Candidates must have a cumulative grade point average (GPA) of at least 2.00 for the overall average, all credits applied to a degree program, and for all courses attempted .
4. All transfer students must complete a minimum of nine (9) letter-graded unduplicated semester hours of the coursework required for the major from Mayville State University.
5. Advisor and Division chair approval are required.
6. The student is solely responsible for making sure all graduation requirements are met.
7. Institutional requirements include HPER 100– Concepts of Fitness and Wellness and HPER 210– First Aid and CPER; however, the IT Certificate program is not required for graduation for A.A. candidates.



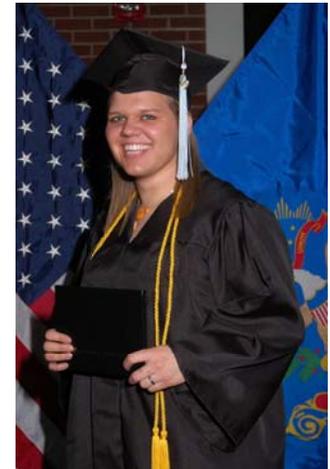
Bachelor's Degree Requirements:

1. Completion of a minimum of 120 semester hours is required for a four-year degree. At least 36 semester hours must be in the upper-division courses (300-400) level.
2. A degree is granted only to students who have enrolled at Mayville State University for at least two semesters and who have earned at least 30 semester hours in residence.
3. Candidates must have a cumulative (GPA) of at least 2.00 for the overall average, all credits applied to a degree program, and for all courses attempted.
4. Candidates must complete all the General Education course requirements with a GPA of at least 2.00.
5. Candidates must earn at least a 2.00 GPA for each major and minor field of study as well as any specialization area granted. (Some major and minor programs have a higher GPA requirement.)

6. All transfer students must complete a minimum of nine (9) letter-graded unduplicated semester hours of the coursework required for the major, and six (6) letter-graded unduplicated semester hours of the coursework for the minor, specialization or concentration from Mayville State University.
7. Advisor and Division chair approval are required.
8. Students pursuing a degree from Mayville State University who already hold a baccalaureate degree from a regionally accredited institution must complete the general education program requirements for the specific major. The student must complete all requirements for the major and/or acceptance into the program.
9. It is strongly encouraged that students meet with their academic advisors each semester.
10. The student is solely responsible for making sure all graduation requirements are met.

NAME ON THE DIPLOMA

When you are applying for graduation, please consider the name you want on your diploma. For example, do you want your middle name, middle initial, or maiden name included on the diplo-



GRADUATION APPLICATIONS

Candidates may complete an electronic application for their degree. The link to the form can be found at www.mayvillestate.edu/preparetograduate.

You should apply for graduation two terms prior to your intended graduation date. The graduation application deadlines is found at the following link: www.mayvillestate.edu/gradapplicationdeadlines.

COMMENCEMENT REGALIA

Announcements, caps, gowns, honor cords, and tassels can be ordered through the Mayville State Bookstore at: www.mayvillestatebookstore.com.

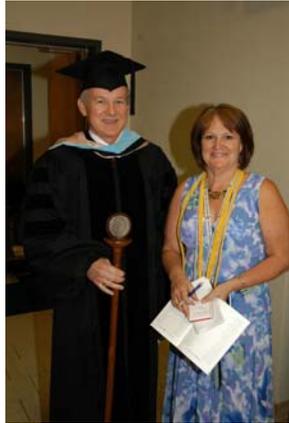
Once you're at the Website, click on the commencement tab located at the upper right corner of the page. Here, you will find instructions on how to order your items.

Graduate candidates will wear a black cap and gown. The color of your tassel is based on your degree. Bachelor of Science in Education have light blue tassels; Bachelor of Science, Bachelor of Arts & Bachelor of University Studies which are non-teaching degrees have black tassels; and Associate degrees have white tassels.

Honor cords can also be purchased for students who achieve a cumulative GPA of 3.50 or higher at the end of the semester preceding graduation.

Watch for e-mails from the Bookstore notifying you as to when you should be ordering your commencement regalia.

Orders for caps and gowns should be placed by March 1.



HONORS

Three levels of honor students are recognized at the spring commencement and each level has their own honor cord color based on academic rank:

Cum Laude	3.50-3.69	Royal Blue Honor Cord
Magna Cum Laude	3.70-3.89	Silver Honor Cord
Summa Cum Laude	3.90-4.00	Gold Honor Cord

Eligibility for honors designation requires a baccalaureate degree and completion of 30 semester hours from Mayville State using the cumulative grade point average. For publication purposes, commencement honors for spring commencement candidates are calculated at a designated time after fall semester. The final transcripts for all baccalaureate graduates will reflect the appropriate commencement honors.



GRADUATION CHECKLIST

- ◆ Complete the Application for Graduation form and return to the Office of Academic Records. The form is available at the Office of Academic Records or you can find a link at www.mayvillestate.edu/preparingtograduate.
- ◆ Contact your advisor to review your degree requirements.
- ◆ Verify that the following requirements are complete:
 - ◇ You have earned a minimum number of semester hours to apply for graduation. (120 hours for a four-year degree, 64 hours for a two-year degree)
 - ◇ You have maintained a minimum Grade Point Average.
 - ◇ You have earned the minimum 30 hour residency requirement from MSU.
- ◆ Clear any holds or incomplete grades.
- ◆ If you have received a federal student loan, complete exit loan counseling before you graduate or leave Mayville State by contacting the Financial Aid office. MASU.Financial.Aid.Group@mayvillestate.edu
- ◆ Before graduating from Mayville State, make sure to update your contact information on Campus Connection.
- ◆ Are you participating in commencement?
 - ◆ Students graduating in July, December, and May are welcome to participate in the ceremony in May. Be sure to respond to emails sent in February.
- ◆ In an effort to allow students a more convenient access to a commencement ceremony, students may request to attend the spring commencement ceremony if they meet all of the following conditions:
 1. The student has applied for graduation;
 2. The student has no more than 18 semester hours remaining to graduate and is currently registered for those courses; and
 3. The student has no outstanding incomplete grades.
- ◆ If you are interested in early commencement participation, please fill out & submit the “Early Commencement Participation Verification Form” at www.mayvillestate.edu/earlycommencement.

COMMENCEMENT DAY

The 2013 commencement exercises at Mayville State University will be held Saturday, May 11 at 2:00 p.m., in the MSU Lewy Lee Fieldhouse. Mayville State University President Dr. Gary Hagen will preside over the ceremonies. The program will include remarks from members of the class, greetings from the North Dakota State Board of Higher Education, as well as a guest speaker. Activities planned in conjunction with the 2013 commencement exercises include an open house and post-commencement reception.



Commencement day at Mayville State University will begin with the Good Grad Morning open house from 10:30 a.m. to 12:30 p.m. in the MSU Campus Center Luckasen Room. A short program will begin at 12:00 noon. The members of the Mayville State Class of 2013 will be the guests of honor, and the event is open to MSU faculty, staff, friends, and family members of the graduation candidates. There is no admission charge.

Good Grad Morning is considered the first official alumni event for the graduates, and is sponsored by the Mayville State University Alumni Association. Invitations will be sent by email to graduates and their families early in April.

Commencement seating on the bleachers & chairs on the floor are on a first come, first serve basis. Make sure your family & friends come early to find a good seat. See page 15 for a schematic of the commencement floor layout.

Following the commencement ceremony, Mayville State faculty, staff, and administration, together with the MSU Foundation, will host a reception. It will be held at the Luckasen Room in Mayville State’s Campus Center. The reception is open to the graduate candidates and their guests.

Jacobson Studio will be photographing the graduate candidates the day of commencement. Graduates and family members can access more information at <http://jacobsonstudio.com/>

THE ORDER OF CEREMONY

The general order of the commencement ceremony is:

Prelude & Processional
Invocation
“The Star Spangled Banner”
Welcome
State Board of Higher Education Greetings
Graduate Remarks
Introduction of Speaker
Address
Presentation of Degree Candidates
Conferral of Degrees
“Alma Mater”
Benediction
Recessional



COMMENCEMENT PHOTOS

A professional photographer from Jacobson Studio will take a photo of each candidate while receiving the diploma cover from the president and individually upon exiting the stage. Jacobson Studio will post pictures of the entire ceremony on their Website a few weeks after the event. Check out their Website at <http://jacobsonstudio.com/> and click on the graduation link to see the commencement photos. At that time, you may order photos as desired. This service is provided to ensure quality photographs and to avoid the confusion of many individuals attempting to position themselves for picture taking.



COMMENCEMENT TO BE BROADCAST ON INTERNET

Mayville State University's commencement exercises will be broadcast on the Internet. The broadcast will be live during the commencement exercises, beginning at 2:00 p.m. on Saturday, May 11, 2013. The video will also be archived for playback at a later time.

Details about how to access this broadcast can be found at www.mayvillestate.edu/commencement.

COMMENCEMENT INSTRUCTIONS FOR GRADUATES

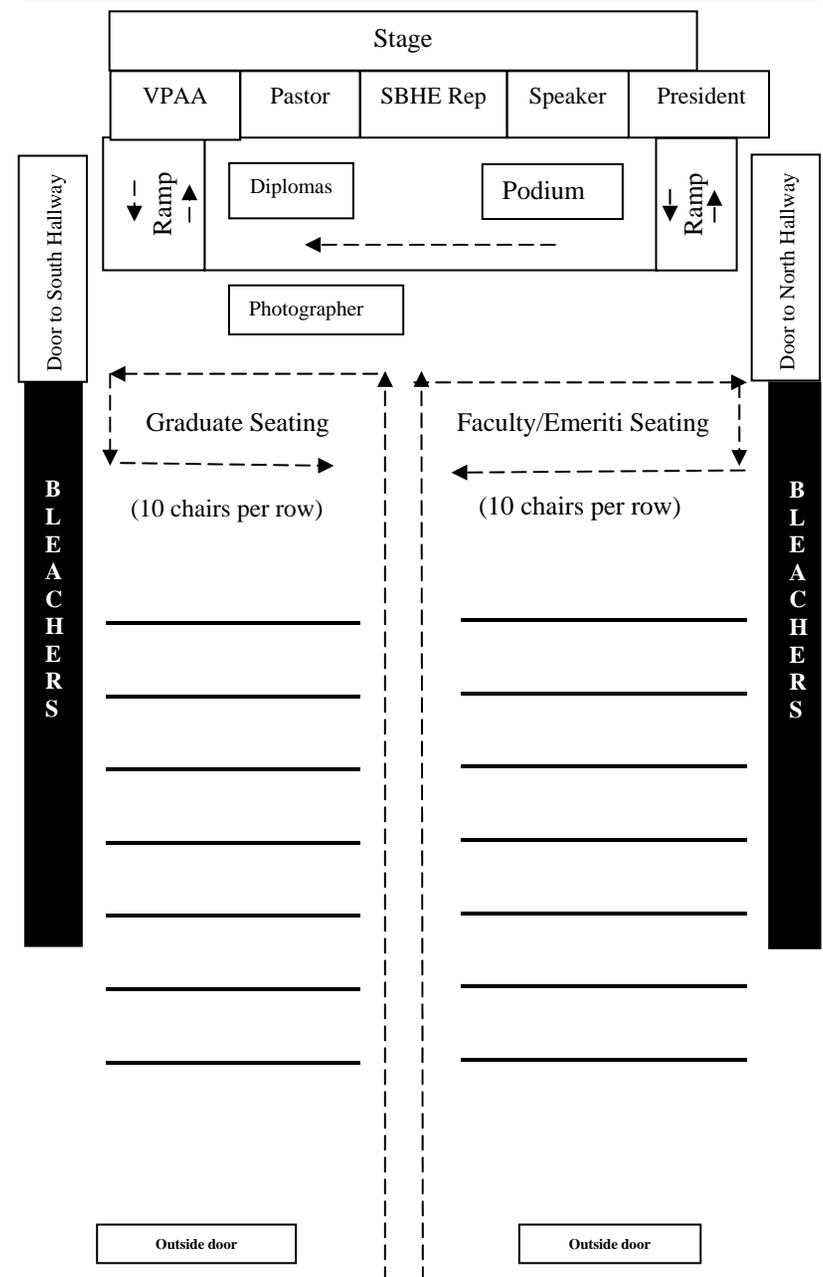
Commencement Date: Saturday, May 11, 2013

Time: 2:00 p.m.

Location: Lewy Lee Fieldhouse

For those planning to participate in Commencement:

1. Assemble in the Classroom Building Auditorium (C-120) at 1:00 p.m. where Registrar Pam Braaten and Mr. Robert Sylskar will assist you in finding your proper place in the procession. You will check in & receive your name card.
2. The procession will move at 1:50 p.m. from the auditorium down through the Fieldhouse corridors and enter the auditorium through the inside front doors.
 - ◆ *Order of procession: Presidential Party, Emeriti Faculty, Faculty, Part-time Faculty, and Candidates.*
3. Seating arrangements:
 - ◆ First rows on the left side for graduates;
 - ◆ First rows on the right side for faculty/staff;
4. Follow the command of the people on stage as to when you need to stand or sit.
5. When called forward to receive your diploma by the usher, you will rise one row at a time and proceed up the steps alphabetically by degree, hand the Vice President for Academic Affairs the card with your name on it, proceed to the President to receive your diploma, return to the main floor by using the second set of steps, pose for picture with diploma cover in front of American and MaSU flag and return to your seat. Candidates for degrees are asked to wear the tassels on the right front side, shift these to the left at the moment your diploma is awarded.
6. At the conclusion of the ceremony, the Presidential party, followed by the Emeriti faculty/faculty and candidates will proceed down the center aisle, through the Fieldhouse corridors to the Luckasen Room of the Campus Center.
7. The MSU Faculty, Officers of the Institution, and Alumni will host a reception for candidates and their guests following the ceremony. The reception will be held in the Luckasen Room of the Campus Center.



DIPLOMAS

Diplomas will be sent to the address provided on your graduation application. Diplomas will be sent 6 to 8 weeks after your degree is posted. Students attending their commencement will receive a free leatherette diploma cover.



TRANSCRIPTS

You will be receiving an unofficial transcript with your diploma mailing. However, if you need a copy of your transcript, you can order an official copy or print an unofficial copy off through Campus Connections which is located on Mayville State's Website: www.mayvillestate.edu/transcripts.

An official transcript can be requested at:

https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp

Please note on the request to have your transcript sent out *after* your degree has been posted. Contact the Office of Academic Records at 701.788.4774 with any questions or concerns.

MAYVILLE STATE DIRECTORY

Academic Affairs	701.788.4711
Academic Records/Registrar	701.788.4678
Bookstore.....	701.788.4823
	www.mayvillestatebookstore.com
Business Affairs/Business Office	701.788.4758
Byrnes-Quanbeck Library	701.788.4815
	www.mayvillestate.edu/library
Career Services & Internships	701.788.4876
	www.mayvillestate.edu/careers
Financial Aid	701.788.4767
Foundation Office	701.788.4687
Public Relations	701.788.4750

The employee directory can be found online at:
www.mayvillestate.edu/about-MSU/employee_directory.

The toll-free number to be connected to the Mailroom/Service Department is 800.437.4104. They will be happy to transfer your call.

FAQ

- ◆ **When should I apply for graduation?**
 - ◇ You should apply for graduation two terms prior to your intended graduation date.
- ◆ **When will I receive my graduation audit?**
 - ◇ Your audit will be sent to your campus email as soon as we can process your application. The timeline varies depending on the number of graduation applications we are processing at the time.
- ◆ **What do I do to change my graduation date to a later semester?**
 - ◇ Please email the change to records@mayvillestate.edu. You do not need to reapply for graduation.
- ◆ **Should I reapply if I want to change my major, add or subtract a major/minor or degree?**
 - ◇ No. Please notify the Office of Academic Records (701.788.4678) and we will make the necessary adjustments and provide you with updated information for your new graduation requirements.
- ◆ **Do I need tickets or guest passes for the commencement ceremony?**
 - ◇ No, all guests are welcome. Seating is on a first come, first serve basis. Special needs seating available if needed; please contact the Office of Academic Records at 701.788.4678.
- ◆ **How do I obtain a cap and gown for the ceremony?**
 - ◇ Order your announcements and commencement regalia at: www.mayvillestatebookstore.com.
 - ◇ Please place orders by March 1.
- ◆ **How do I get a diploma cover?**
 - ◇ Diploma covers are provided to all commencement participants free of charge. Graduates not in attendance may order the cover through the MSU Bookstore.
- ◆ **How can I access my Mayville State email account after I graduate?**
 - ◇ You will have access to your Mayville State Email account for approximately 6-8 months after you graduate. You can access your email at <https://www.mayvillestate.edu/owa>.

- ◆ **What are the requirements for “Graduating with Honors”?**
 - ◇ Honor cords can be worn by undergraduate candidates who achieve a cumulative GPA of 3.50 or higher at the end of the semester proceeding the graduation term. Official MSU honor cords are distributed through the MSU Bookstore to eligible undergraduate candidates.
- ◆ **How long will the ceremony last?**
 - ◇ Typically the ceremony is one to one and a half hours long.
- ◆ **What will I do if my name is spelled incorrectly in the student record system?**
 - ◇ Contact the Office of Academic Records at 701-788-4774.
- ◆ **When will I receive my diploma?**
 - ◇ Diplomas will be sent to the address provided on your graduation application. Diplomas will sent 6 to 8 weeks after your degree is posted. Students attending their commencement will receive a free leatherette diploma cover.
- ◆ **Can I order additional copies of my diploma?**
 - ◇ Yes, you may order additional copies of your diploma. Mayville State University will furnish the first copy of your diploma free of charge. There is a \$30 charge for additional copies. To order, please contact the Office of Academic Records at 701.788.4678.
- ◆ **Do I need to reapply for admission to continue my studies at MSU?**
 - ◇ Yes, you must reapply for admission to Mayville State University once you have received your degree. Please contact the Office of Academic Records at 701.788.4678 or apply online.
- ◆ **Will a transcript be sent with my diploma?**
 - ◇ Yes. We will provide an unofficial transcript with your diploma mailing. An official transcript can be requested at: https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp
Please note on the request to have your transcript sent *after* your degree has been posted.



CAREER SERVICES & INTERNSHIPS

NEXT STEP...YOUR CAREER! *Job? Graduate School? Internship?* You have reached a point in your career where you have critical choices to make. “Do I plan to get a job when I graduate? Will it be best for me to further my education through graduate school? Should I find an internship that will enhance my ‘marketability’ before I graduate?” MSU Career Services & Internship staff and their online resources will help you answer those questions and take that next step in your career!

Staff (located at CB115):

Contact us for guidance on finding jobs or internships. We can help you prepare for the job or internship search: identifying where the opportunities are posted online, how to develop employer ‘prospects’, creating the perfect resume’ and other application materials.

Website: www.mayvillestate.edu/careers

This site contains links to the most relevant online resources for job search preparation and the actual job search, as well as the key links to the graduate school information you need, if you are choosing that step in your career. Why do random ‘google searches’, when we have already found the perfect online resources for you? Our Websites even include short ‘how to’ videos that include the best advice and tips for all of the key aspects of a job search, such as preparing for an interview, or the best ways to succeed at a career or job fair.

The staff and resources of Career Services are focused on **YOUR** career needs, but it is still up to **YOU** to be pro-active in using those resources. Contact us anytime, and keep in touch through our Websites and on *Facebook!*



Good
GRAD
Morning **OPEN HOUSE**

Celebrate

Your **1st** Day

as a

Mayville State ALUM

SATURDAY MAY 11 2013

10:30 a.m. to 12:30 p.m. • Special Program @ noon
Luckasen Room, Campus Center

RELAX with family & friends **FOOD & DRINK**

OUR TREAT

Grads: Enter to win VISA Gift Cards **WIN \$\$\$ PRIZES**

SMILE Jacobson Studios available for grad & family photo sessions

Sponsored by

