Commencement Instructions For Candidates

Commencement Date: Saturday, May 14, 2016

Time: 2:00 p.m.

Location: Lewy Lee Fieldhouse on the MSU Campus

Commencement Participants:

1. Jacobson Studio of Mayville will take professional photographs of all graduates between 11:00 a.m. and 1:30 p.m. at Classroom Building 116 located directly across from the south entrance of the Classroom Building Auditorium (C-120).

2. Commencement attire is intended to reflect the dignity of the occasion. Please refrain from decorating caps or gowns or adorning in other ways. The cap tassel hangs to your right prior to receiving your degree. Once the degrees are conferred it is placed on your left. Gentleman are reminded remove your caps for the National Anthem and the Invocation.

3. Assemble in the Classroom Building Auditorium (C-120) at 1:00 p.m. Candidates check in on the Stage to receive your name card and then proceed to your degree area. Line up will be by degree, then alphabetically by last name. Registrar Pam Braaten and Mr. Robert Sylskar will assist you in finding your proper place in the procession.

4. The procession will move promptly at 1:50 p.m. from the auditorium outdoors to the Fieldhouse side entrance, then through the Football locker room to enter the auditorium via the interior doors at the east end of the Fieldhouse.

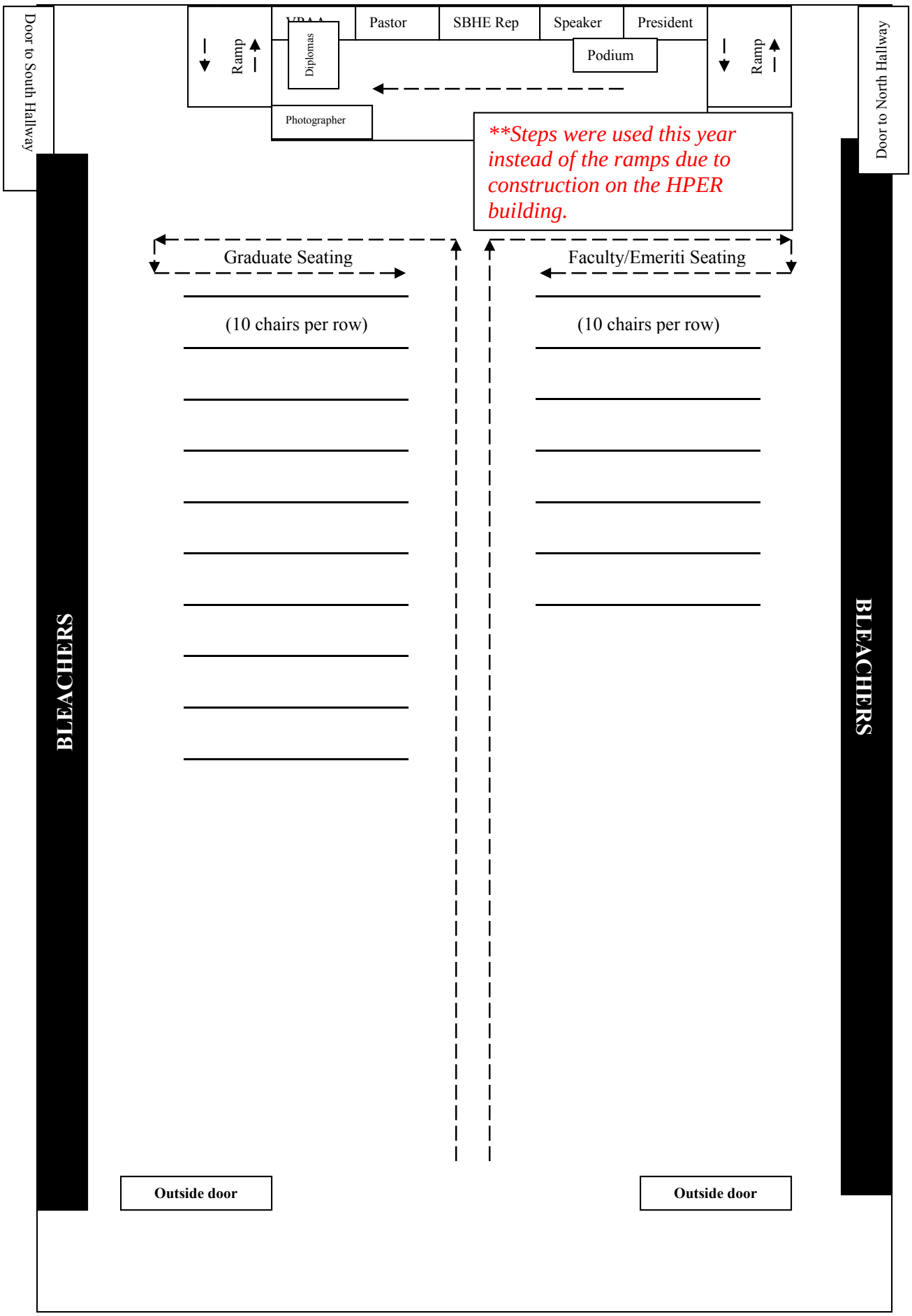
   a. *Order of procession: Presidential Party, Emeriti Faculty, Faculty, Part-time Faculty, and Candidates.*

5. Seating arrangements (graduates remain standing until instructed to sit by Dr. Hagen):
   a. First rows on the left side facing the platform for graduates;
   b. First rows on the right side facing the platform for faculty/staff;
   c. Five chairs on stage for platform guests.

6. When called forward to receive your diploma cover, rise one row at a time and proceed up the steps alphabetically by degree to hand your name card to Academic Records Staff at the podium. Pause to cross the stage until your name is read. Proceed to the Vice President for Academic Affairs to shake hands, then to the President to receive your diploma cover. Be sure to pause for your photo with the President.

7. Exit the platform by using the second set of steps, and return to your seat. At the conclusion of the ceremony, the Presidential Party followed by the Faculty and Candidates will proceed down the center aisle and exit the Fieldhouse lobby. Proceed to the Campus Center Luckasen Room where you and your guests will be hosted at a reception by the MSU Faculty and Officers of the Institution.

8. Mayville State University's 2016 commencement exercises will be broadcast via the internet. Details will be available soon at mayvillestate.edu/commencement.


Door to South Hallway
Ramp
Diplomas
Pastor
SBHE Rep
Speaker
President
Podium
Ramp
Door to North Hallway
Photographer
**Steps were used this year instead of the ramps due to construction on the HPER building.
Graduate Seating
Faculty/Emeriti Seating
(10 chairs per row)
(10 chairs per row)
BLEACHERS
BLEACHERS
Outside door
Outside door