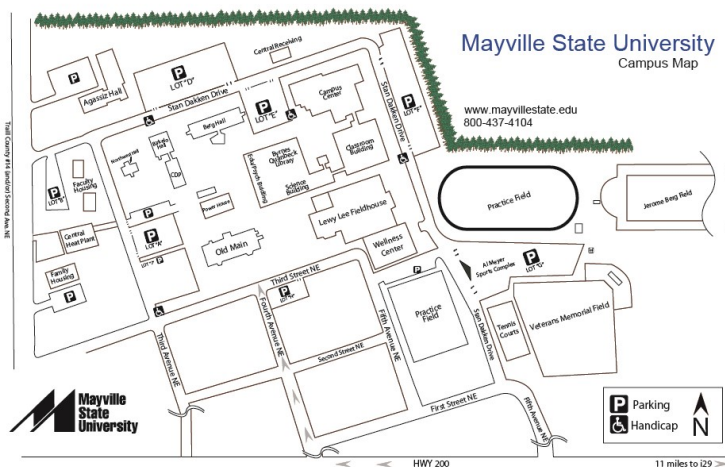


# COMMENCEMENT CORNER

**2018 STUDENT GUIDE TO GRADUATION**



[www.mayvillestate.edu/commencement.](http://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

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## **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

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## 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 minimum cumulative grade point average (GPA) of 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 CIS 119 Computer Application Software Tutorial or equivalent courses.



### Bachelor's Degree Requirements:

1. Completion of a minimum of 120 semester hours is required for a four-year degree. A minimum of 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 a minimum of two semesters and who have earned a minimum of 30 semester hours in residence.
3. Candidates must have a minimum cumulative (GPA) of 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 minimum GPA of 2.00.
5. Candidates must earn achieve at minimum 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.)

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6. All transfer students must complete a minimum of nine (9) letter-graded semester hours of the coursework required for the major, and six (6) letter-graded 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 diploma? Your diploma will be ordered as you request on the application for graduation.



## **GRADUATION APPLICATIONS**

Candidates may complete an electronic application for their degree. The link to the form can be found at [www.mayvillestate.edu/preparetograduate](http://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](http://www.mayvillestate.edu/gradapplicationdeadlines).

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## COMMENCEMENT REGALIA

Announcements, caps, gowns, honor cords, and tassels can be ordered through the Mayville State Bookstore at:  
[www.mayvillestatebookstore.com](http://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 wear light blue tassels; Bachelor of Science, Bachelor of Arts & Bachelor of University Studies which are non-teaching degrees wear black tassels; Bachelor of Science in Nursing wear orange tassels, and Associate degrees wear 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 are due by February 28, 2018.





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## 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.



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## 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](http://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](mailto: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 early spring.
- ◆ 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, you must fill out & submit the “Early Commencement Participation Verification Form” at [www.mayvillestate.edu/earlycommencement](http://www.mayvillestate.edu/earlycommencement).

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## COMMENCEMENT DAY

The 2018 commencement exercises at Mayville State University will be held Saturday, May 12 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 2018 commencement exercises include a morning brunch and a post-commencement reception.



The Alumni Association invites all graduates and their families to join them in celebrating with the new

graduates in their first official alumni event, the traditional graduation brunch. The event will begin at 11:00 a.m. Relax and enjoy the day with family and friends, along with Mayville State faculty and staff and the other members of the graduating class. Members of the graduating class may attend the brunch free of charge but must RSVP. Grads may invite family and friends, for whom tickets must be purchased. Brunch information will be posted on the MSU website as updates occur in early Spring.

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 in the Wellness Center Gymnasium. 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 photo information at [www.jacobsonstudio.com](http://www.jacobsonstudio.com).

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## 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



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## 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 12, 2018. 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](http://www.mayvillestate.edu/commencement).

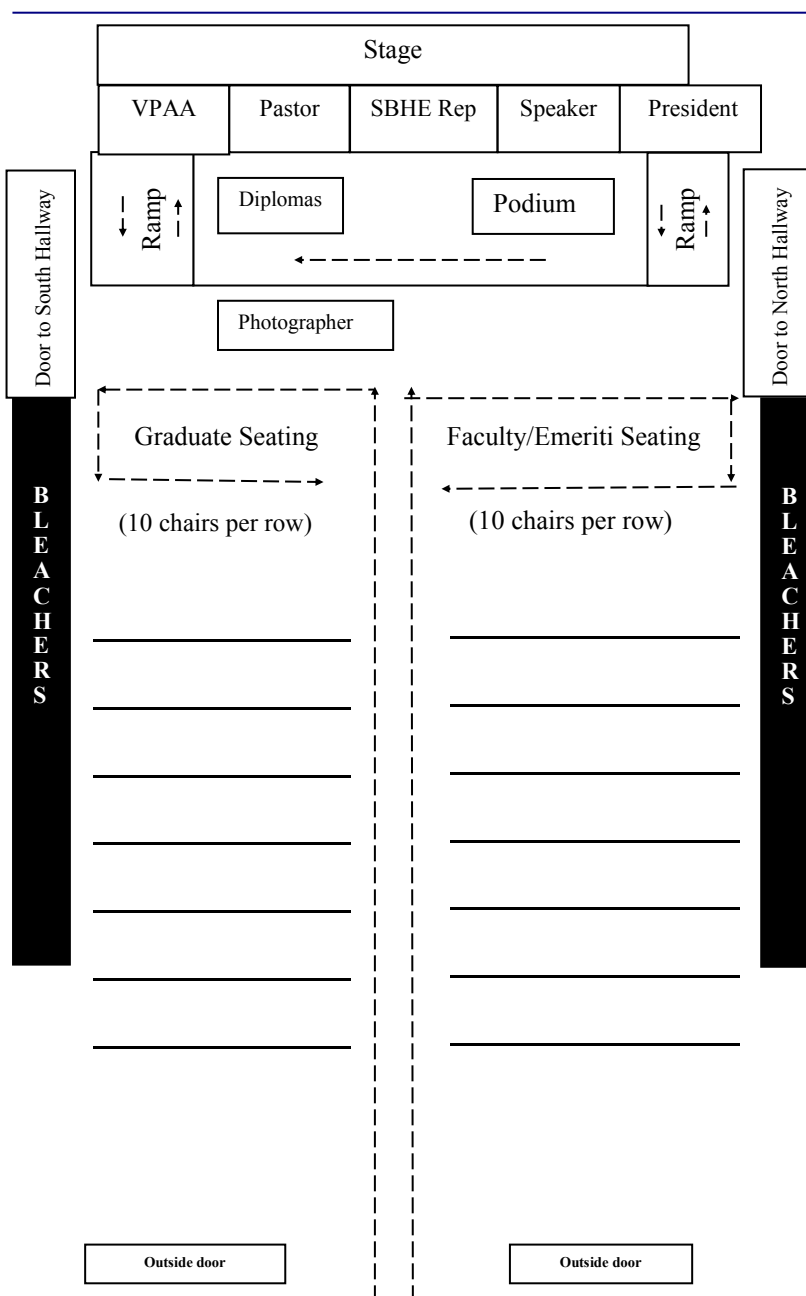
# COMMENCEMENT INSTRUCTIONS FOR GRADUATES

**Commencement Date: Saturday, May 12, 2018**

**Time: 2:00 p.m.**

**Location: Lewy Lee Fieldhouse on the MSU Campus**

1. Jacobson Studio of Mayville will take professional photographs of all graduates between 11:00 a.m. and 1:30 p.m. at the Wellness Center (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 west end of the Wellness Center Gymnasium at 1 p.m.. Watch for signs. Candidates check in 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 Wellness Center to the Fieldhouse lobby.
  - a. Order of procession: Presidential Party, Emeriti Faculty, Faculty, Part-time Faculty, Staff, 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 President Hagen.
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 2018 commencement exercises will be broadcast via the internet. Details will be available at [mayvillestate.edu/commencement](http://mayvillestate.edu/commencement).



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## 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 receive 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](http://www.mayvillestate.edu/transcripts).

An official transcript can be requested at:  
[https://www.studentclearinghouse.org/secure\\_area/Transcript/to\\_bridge.asp](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.



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## MAYVILLE STATE DIRECTORY

Academic Affairs.....	701.788.4711
Academic Records/Registrar .....	701.788.4773
Bookstore.....	701.788.4823
<a href="http://www.mayvillestatebookstore.com">www.mayvillestatebookstore.com</a>	
Business Affairs/Business Office .....	701.788.4758
Byrnes-Quanbeck Library .....	701.788.4815
<a href="http://www.mayvillestate.edu/library">www.mayvillestate.edu/library</a>	
Career Services & Internships .....	701.788.4876
<a href="http://www.mayvillestate.edu/careers">www.mayvillestate.edu/careers</a>	
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](http://www.mayvillestate.edu/about-MSU/employee_directory).

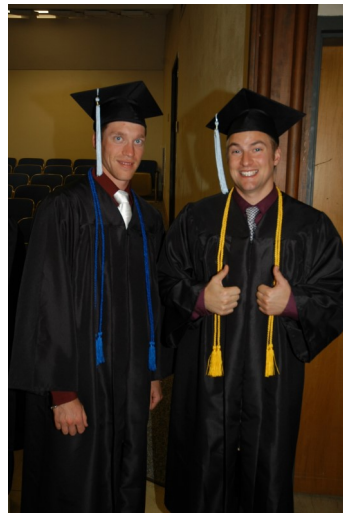
The toll-free number to be connected to the Mailroom/Service Department is 800.437.4104. They will be happy to transfer your call.

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## 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](mailto: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 at 701.788.4641 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](http://www.mayvillestatebookstore.com).
  - ◇ Please place orders by February 28, 2018.
- ◆ **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”?**

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- ◇ 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 ceremony. 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 701.788.4667 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 may be ordered at:  
[https://www.studentclearinghouse.org/secure\\_area/Transcript/to\\_bridge.asp](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.



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## **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](http://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!*

