

2016–2017

# COMMENCEMENT



## INSTRUCTIONS FOR STUDENTS

2016–2017 Spring Commencement

Minneapolis Convention Center

Saturday, May 20, 11:00 a.m.

# Congratulations Class of 2016–2017!

Congratulations! Commencement is the recognition of your academic achievements and lasting contributions made to the college. You are invited to celebrate with your fellow classmates, as well as with the families of whom have supported you on your journey to one of life's most significant milestones. You Make Us Proud!

## Location/Time/Duration

- Date: Saturday, May 20, 2017
- Location: Minneapolis Convention Center
  - 1301 Second Avenue South Minneapolis, MN
- Time: 11:00 a.m.
  - Guests are cordially invited to attend commencement. The auditorium door at the opens at 10:00 a.m. for guests.
- The ceremony is expected to last approximately two hours.

## Rehearsal and Check-in Time & Location

- There is no rehearsal, but graduates must check-in in Exhibit Hall B at 10:00 a.m.
  - Note: if you arrive later than 10:40 a.m. for check-in, you may not be able to walk in the ceremony, so please arrive on time.

## Parking and Driving Directions

- Preferred parking ramp option – 3rd avenue Convention Center (600) ramp. For more information on the parking and driving directions, visit [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com).

## Tickets/No. of guests

- Tickets are not required and there is no limit to the number of guests you may bring. For large groups of guests wishing to sit together, they should arrive early.
- Be aware that the auditorium doors will temporarily close to guests during the opening processional and the playing of The Star Spangled Banner. Doors will reopen afterwards on a space-available basis.

## Academic attire

- Every candidate must wear a cap and gown to participate in commencement. No stiletto heels, tennis shoes or sneakers should be worn.
- The tassel should hang on the right side of your cap.
- The cap is worn with the long point of the shell to the rear.
- The hood should be placed around your neck. Staff will be available to assist you in getting into your gown, cap and hood.

## Rules of behavior, Personal items and Allowable items

- No smoking or alcoholic beverages allowed. Inebriated students will not be allowed to participate in the ceremony.
- Items that are disruptive will not be allowed.
- Cell phone ringers must be turned off during the Commencement ceremony and only text messaging is allowed during the ceremony.
- No banners, signs, balloons, noisemakers or any other items that block the view of guests may be carried into the auditorium.
- No facilities are available for storing purses or other personal items. Please leave these items with your guests. Neither the venue nor Dunwoody is responsible for items left unattended.

## Special Accommodations

- We strive to accommodate participants or guests with special needs (such as a hearing impairment). Wheel chair accessible seats are at a first-come, first-serve basis. Please contact the Registrar's Office at [registrar@dunwoody.edu](mailto:registrar@dunwoody.edu) or at 612-381-3360.

## Commencement Video

- A video of Commencement will be posted to [youtube.com/DunwoodyCollege](http://youtube.com/DunwoodyCollege).

## Cameras

- Guests are welcome to bring cameras to Commencement, however, they may only take pictures from their seats and not to disturb those around them. Only official photographers will be permitted in the graduates' area or in the area around the stage.

## Graduation picture

- Professional photos will be taken during the ceremony. Proofs can be viewed and photos ordered via the GradImages website at: <http://www.gradimages.com> or (800) 424-3686. GradImages will send proofs to your personal email.

## Commencement Ceremony Program

- Commencement programs for guests will be available at the auditorium entrance. Programs will be provided

for graduates at their seats. The program lists the degree, program, expected honors (if any) and awards (if any) of each candidate.

- Any honors and awards listed in the Commencement Program and announced at Commencement are considered unofficial. Your diploma/final transcript will reflect any official Academic Honors and Awards earned based on your final cumulative GPA and attendance, and may be different than Expected honors and awards referred to during the Commencement exercises.

## Diplomas/transcripts

- During the ceremony you will be handed a diploma cover with a congratulatory letter. The degree conferral/verification process takes approximately 4-6 weeks before all degrees are conferred.
- Your diploma will be sent via first-class mail to the address currently on your student record.

## Changing your mailing address

- To ensure that you continue to receive vital pieces of mail, a contact info form can be found at the Registrar's Office or simply email to registrar@dunwoody.edu.

## Order of Ceremony

- 10:00 A.M. Check-in
  - All graduation candidates must report to the ground level in Exhibit Hall B to check in beginning at 10:00 a.m.
  - During check-in, you will be given a card listing your name, program, department, honors/awards, the phonetic pronunciation of your name, and seating number. You must hang onto this card. During President Wagner's speech, your honors/awards will be recognized. You will hand the name card to the Dean of Students or Associate Dean of Students during the ceremony when you reach the stage entrance.
- 10:40 A.M. Assembly
  - We will begin lining up for commencement at 10:40 a.m. There will be signs in the room designating assembly areas for each group by department. Be sure you have your reading card – it is the only information the reader will have to assist with the pronunciation of your name.
- 11:00 A.M. Commencement ceremony begins

## Procession

- Once all Graduation Candidates are assembled by program and department, the procession will begin. The Board of Trustees will lead, followed by the Keynote speaker, Student speaker, Provost Office members, President's Cabinet members, Academic program managers/deans, Alumni, Faculty, Faculty marshals and then all of the Graduation Candidates. Commencement Team members will assist all of the groups during the ceremony.
- Welcome
  - Everyone will stand for the welcome. Graduation Candidates are to remain standing until the platform party is seated on the stage. President Wagner and members of the Board of Trustees will take their places to present and accept the graduating class of 2016-2017 for the conferral of degrees. After the conferral, you are to be seated until you are called forward.
- Ceremony procedures
  - In recognition of your high achievements, President Wagner will ask the recipients of honors/awards to stand. Please stand if you have honors/awards listed on your name card.
  - Graduation Candidates will be directed to the stage by Commencement Team members. You will walk to the stage and present the name card, face up, to the reader. After your name is announced, you will walk to center stage where President Wagner will present you with your diploma cover. You will receive your diploma cover with your left hand and shake the President's hand with your right hand. A photo will be taken as you accept your diploma from the President. After you receive your diploma cover, proceed to the stairs at the front of the stage and return to your seat.
  - Please note: graduates will have reserved seating and family and friends will not be permitted in the graduate area.
- Recessional
  - After all of the degrees have been conferred, President Wagner will present a few closing remarks and the recessional music will begin. Once the President, Board of Trustees and faculty have exited the stage and seating area, you are to recess and join your families and friends.

**REGISTRAR'S OFFICE**

Pinska Center  
Dunwoody College of Technology  
818 Dunwoody Blvd  
Minneapolis, MN 55403  
*Ph: 612-381-3360; Fax: 612-395-9272*  
*Office Hours: M-F 7:30AM-4:30PM*