Thank you for registering your participation in the 2015 Spring University Commencement Ceremony at www.stcloudstate.edu/commencement. You and your family/guests can refer to this website for commencement information and commonly asked questions. BELOW are SPECIFIC DETAILS and DIRECTIONS you will need to participate in the commencement ceremony.

LOCATION
- 2015 Spring University Commencement
- Saturday, May 9, 2015
- Herb Brooks National Hockey Center – 10:30 am & 3:00 pm

ADMISSION
- Admission to the Commencement Ceremony is FREE and tickets are not required.
- Graduates are asked to limit the number of their guests to eight individuals or less for the ceremony.
- The program will start promptly at the designated time so arrive accordingly.
- Herb Brooks National Hockey Center DOORS WILL OPEN at 9:00 am on commencement day
- Seating for the event is on a first come, first serve basis.

COLLEGE OR SCHOOL RECEPTIONS
- Graduating students (both undergraduate and graduate) and their guests are invited to attend College or School receptions with recognition of master’s graduates on Commencement Day (May 9, 2015). Hosted by the College or School Deans on commencement day, contact your Dean’s office for location (or see below). Encourage your favorite faculty members to meet with you, your family and guests at the college/school reception. Light refreshments will be served at the receptions.

- College of Liberal Arts: 320-308-3093
  - Performing Arts Center, 12:30 pm - 2:00 pm
    - Graduate Hooding, 12:30 pm - 1:00 pm, PAC Main Stage
  - CLA dessert and beverage reception (for graduate students and guests), 1:00 pm-2:00 pm, PAC Main Stage Lobby
- College of Science & Engineering: 320-308-3994
  - Brown Hall Auditorium, 10:30 am - 2:00 pm
    - Graduate Hooding, 10:30 am - 12:00 pm
    - Reception and luncheon for both undergraduate and graduate students and guests, 12:00 pm - 2:00 pm
  - RSVP by Friday, April 24, 2015 to: http://scsu.mn/1BTda4l
- Herberger Business School: 320-308-3213
  - Atwood Memorial Center, North Voyageurs Room, 8:00 am - 9:30 am
    - For HBS undergraduate and graduate students and guests
    - A full breakfast will be served (bacon, sausage links, scrambled eggs, French toast, muffins/sweet breads, home fries, juice, coffee/tea and water)
  - MBA Hooding, 8:30 am, South Voyageurs Room
- School of Education: 320-308-3024
  - Education Building A119 & A120, 1:00 pm - 2:15 pm
  - For SOE undergraduate and graduate students and guests
  - Light refreshments served
- School of Health & Human Services: 320-308-4894
  - Stewart Hall Ritsche Auditorium/Lobby, 8:15 am - 9:45 am
  - For SHHS undergraduate and graduate students and guests
- School of Public Affairs: 320-308-4791
  - Atwood Theatre, 8:30 am - 10:00 am
    - Light breakfast reception for SOPA undergraduate and graduate students and guests
    - Graduate Hooding, 8:45 am, Atwood Theatre
  - RSVP by Friday, May 1st to kkmodrow@stcloudstate.edu or 320-308-6080

CAPS, GOWNS, TASSELS and HOODS are available for purchase at the Husky Bookstore (320.308.1489). The Husky Bookstore (www.husky.bkstr.com) has a list of undergraduate students who are eligible to purchase HONOR CORDS. Remember to bring a PHOTO ID to purchase your honor cords. Caps and gowns are to be all black. The Husky Bookstore will also be open from 8:00 a.m. – 4:00 p.m. on commencement day in Centennial Hall.
GRADUATE LINE-UP INSTRUCTIONS PRIOR TO CEREMONY

- Graduates will begin to assemble in the Herb Brooks National Hockey Center Practice Rink starting at 9:00 am (for the 10:30 am ceremony) and 1:30 pm (for the 3:00 pm ceremony). Graduates need to pick up your NAME CARD before lining up with your respective College or School.
- The commencement processional will start at 10:20 am (for morning ceremony) and 2:50 pm (for the afternoon ceremony). The program usually runs about one and a half to two hours and you will be expected to remain seated with your college classmates for the entire program.
- The ceremony will begin promptly at 10:30 am and 3:00 pm in the main rink of the HBNHC.

PARKING and SHUTTLE BUS SERVICE

- PARKING in all university lots, including the 4th Avenue Parking Ramp, will be open (FREE) on commencement day. Street parking will also be available as posted. There is no charge to park in the metered pay-lots on commencement day.
- ADDITIONAL SERVICE: St. Cloud State provides a FREE Shuttle Bus service (via Metro Bus) on commencement day for graduates, their guests, faculty and staff.
  - Guests are encouraged to park in the 4th Avenue Parking Lot and use the Metro Shuttle Bus to drop off at the commencement ceremony in Herb Brooks National Hockey Center.
  - Prior to the start of the commencement ceremony, the Metro Shuttle Bus will begin its 10-minute loop at 9:00 a.m. and will be available for guests to and from the HBNHC until 5:30 p.m. following the afternoon commencement ceremony.
- Pick-Up and Drop-Off Locations
  - 4th Avenue Parking Ramp (3rd Ave and 6th Street, East and South sides)
  - Atwood Memorial Center (Northwest entrance on 6th Street, across from Garvey Commons)
  - Brown Hall (South entrance on 8th Street)
  - Disability Parking: The North section of K-Lot on the South side of the HBNHC will be designated for guests with disabilities parking; the Husky Pay-Lot will be used for overflow disability parking on commencement day.
  - Disability Seating: Persons with disabilities are encouraged to use the South entrance to the Herb Brooks National Hockey Center. By using the South entrance from K-Lot to the concourse level of the HBNHC, there will be no stairs between parking and seating areas.
  - There will be designated wheelchair areas in sections 111 and 118.
  - The top two rows of seats in all sections of the lower bowl will be "Reserved for Guests with Disabilities" and a family member.

GRADUATES AND GUESTS WITH SPECIAL NEEDS

- Graduates and guests with special needs should contact the commencement coordinator (Celest Stang – 320.308.4933) at commencement@stcloudstate.edu if special accommodations or assistance is needed to participate in the ceremony.

LIVE WEB CAST AVAILABLE

- Compliments of UTVS News, guests who are not able to attend the commencement ceremony on the campus of St. Cloud State University will be able to view the LIVE WEB CAST of the ceremony via the following link: www.livestream.com/utvs_live
- For more information, please contact the commencement coordinator (Celest Stang) at commencement@stcloudstate.edu or call 320.308.4933.

PHOTOGRAPH OPPORTUNITIES

- The SCSU Alumni Association has arranged for GradImages Grad Trak to take PHOTOGRAPHS of each graduate as they receive a diploma cover on stage.
- Information about purchasing photos is mailed to permanent home addresses following the ceremony. The photography service can be contacted at www.gradtrak.com, 1-800-424-3686.
- REGISTER with GradImages™; this will provide them with the information that they need to deliver your commencement proofs to you in a timely manner. Giving them an accurate mailing address and email address will allow them to get your proofs to you on the first try. You may also provide them with email addresses of up to six friends and family members to allow them to celebrate in the accomplishment.
- Since there will be a professional photographer at the ceremony, we request your cooperation in asking guests to remain seated and not come forward to take pictures during the presentation of the diploma covers.
GRADUATE DIRECTIONS
2015 Spring University Commencement Ceremony
Saturday, May 9, 2015 – Herb Brooks National Hockey Center

10:30 am Ceremony
• Center for Continuing Studies (BES/AA Degrees)
• Herberger Business School
• School of Health & Human Services
• School of Public Affairs
• School of Graduate Studies (for Schools/Colleges listed above)

3:00 pm Ceremony
• College of Liberal Arts (School of the Arts)
• College of Science & Engineering (School of Computing, Engineering & Environment)
• School of Education
• School of Graduate Studies (for Schools/Colleges listed above)

Graduate Line-Up Instructions
• Graduates assemble in the Herb Brooks National Hockey Center Practice Rink
  o 9:00 am – 10:15 am for the 10:30 am ceremony
  o 1:30 pm – 2:45 pm for the 3:00 pm ceremony.
• Prior to arrival at ceremony line-up, make plans with your family and friends on a specific location to meet after the ceremony. Leave valuables with family or friends.
• Arrive at the HBNHC Practice Rink to line-up no later than 10:00 am (for morning ceremony) and 2:30 pm (for afternoon ceremony)
• Check in at HBNHC Practice Rink and receive your NAME CARD.
  o The name card is for you to present to the announcer before you walk across the stage to receive your “diploma cover.”
  o If there could be any doubt about the proper pronunciation of your name, print it again with phonetic spelling.
  o Any honors (for undergraduate students only) must be officially printed or stamped on the name card in order to be announced on stage.
• Provide SCSU Career Services with your contact information.
• Assemble in the HBNHC Practice Rink and form a line in each College or School group for the processional, following instructions of the marshals/line leaders.
• Dress in BLACK cap and gown.
  UNDERGRADUATES:
  ▪ Tassel on the right side of cap; graduates may want to bring hair pins to secure cap.
  GRADUATE STUDENTS:
  ▪ Tassel on the left side of cap.
• Husky Bookstore representatives will be in the line-up area (HBNHC Practice Rink) with extra academic regalia for sale prior to the ceremony (9 am – 3 pm).

Commencement Ceremonies (10:30 am & 3:00 pm)
• Herb Brooks National Hockey Center main rink
• Processions begin at 10:20 am and 2:50 pm
• Ceremonies begin at 10:30 am and 3:00 pm
• IMPORTANT - All graduates are expected to remain in their seats for the entire commencement program.
  If you leave prior to the closing remarks, ushers located at the exit doors will ask you to return to your seat on the commencement floor.
Commencement Ceremony DETAILS:

• **The processions will begin at 10:20 am and 2:50 pm** - You will follow your marshal/line leader to the designated seating area in the HBNHC main rink.
• The order of the procession into the main rink will be: mace bearer, faculty, marshals/line leaders, degree candidates (graduates) and platform group.
• Your college/school group will form two lines in the HBNHC Practice Rink and enter the main rink walking single file. Walk towards the stage platform down the center aisle and march forward.
• Watch for directions from the marshal/line leader so that you get into the correct row. Remain standing at your chair. Your college/school will be seated in unison.
• Listen to speakers and watch your faculty marshal/line leader for indications of when to stand and when to approach the platform/stage.
• The Provost will ask the graduates to rise and then recommend the conferring of degrees to the President.
  - Continue to stand in place while the President confers the degrees.
• When the President has completed conferring the degrees, undergraduate candidates will be directed to move their tassels from the right side to the left side of their caps. You will then be directed to be seated.
• The Provost will introduce the Dean of each college or school, who, in turn, will ask graduates from their respective college or school to rise. Then, at the direction of the marshal/line leader, those graduates will move to the platform/stage in a single line, approaching the platform from the right side.
• Approach the announcer's podium with your name card after they have read the previous person's name. You will be directed by a line leader/usher.
• Hand off your name card and, at the usher's direction, move up the stairs so your name will be announced as you walk across the stage to receive a “diploma cover.”
  - NOTE: You will not receive an actual diploma at the commencement ceremony. You will receive a holder for you to place your diploma in after you receive it by mail. Your diploma will be mailed to you after grades are finalized and your graduation is confirmed by the Office of Records and Registration.
• **Participation in commencement does NOT imply that you have officially graduated.**
• Receive the “diploma holder” in your left hand; shake hands with your right hand.
  - The graduate is not obligated to shake hands. When diploma holder is presented, accept it with both hands if you choose not to shake hands with presenter.
• Exit down the stairs at the end of the stage, take your final photo in front of the backdrop, then return to the row of seats from which you came, there will be a marshal/line leader directing you.
• Return to your original seat, but remain standing in front of your chair until the last person in your college/school has returned. Your row should be seated in unison.
• After the ceremony is completed, graduates will be ushered out behind the faculty.
• Each row will exit down the center aisle, leaving through the Zamboni doors and marching back towards the Practice Rink.
  - PLEASE DO NOT BLOCK EXITS
• Meet your family/friends at your pre-determined location in the HBNHC.
• The stage area will be available for photographs for one hour following each ceremony.

Thank you for participating in this special event. Congratulations on your upcoming graduation!

Celest Stang  
Commencement Coordinator  
St. Cloud State University  
commencement@stcloudstate.edu  
320-308-4933  
www.stcloudstate.edu/commencement