

**Bachelor's Degree Commencement: Saturday, May 12, 2012**

2011 - 2012

# Commencement Handbook



## *Bachelor's Degrees*

Bachelor of Accounting

Bachelor of Applied Arts

Bachelor of Applied Science

Bachelor of Arts

Bachelor of Business Administration

Bachelor of Fine Arts

Bachelor of Music

Bachelor of Science

Bachelor of Science Chemical Engineering

Bachelor of Science Civil Engineering

Bachelor of Science Electrical and Computer Engineering

Bachelor of Science Industrial Engineering

Bachelor of Science Mechanical Engineering

**Commencement Website: <http://www.d.umn.edu/commencement>**

**Commencement Committee E-mail: [ceremony@d.umn.edu](mailto:ceremony@d.umn.edu)**

# UMD Bachelor's Degree Commencement

Saturday, May 12, 2012

Noon

## AMSOIL Arena, Duluth Entertainment Convention Center (DECC)

### Attention Graduates from Bachelor's Degree Programs:

Please read the material in this handbook carefully. Students planning to participate in the commencement ceremony should pay close attention to the dates on the Undergraduate Graduation Checklist. If you do not return the Commencement Attendance Questionnaire by the deadline date (to 23 Solon Campus Center), you may not be seated with the correct degree and/or college during the commencement ceremony. There will be no rehearsal for the commencement ceremony. It is important that graduates pick up their name cards in the DECC Arena between 10:30 a.m. and 11:30 a.m. on Commencement Day.

### Undergraduate Graduation Checklist:

This checklist is for your reference. Make sure you have completed all the steps outlined below.

- 1) Undergraduate students submit their application using the online Application for Degree. The online application is available to current students who have 90 credits or more. A UMD Baccalaureate Commencement Attendance Questionnaire is also required for each degree applicant. Both the Application for Degree and the Commencement Attendance Questionnaire are available online at: <http://www.d.umn.edu/registrar/eDegree/>

The application and questionnaire are used to create your diploma and to specify how your name will appear in the commencement program. If the application is submitted and questionnaire received on or before January 30, 2012, your name will appear in the spring 2012 commencement program (even if you are not attending the ceremony). If the forms are received after January 30, 2012, your name will appear in the spring 2013 program.

Deadlines: Fall 2011: September 19, 2011  
Spring 2012: January 30, 2012  
May Session 2012: January 30, 2012  
Summer Session 2012: January 30, 2012  
Fall 2012: September 17, 2012

- 2) Complete and return Commencement Attendance Questionnaire to 23 Solon Campus Center by January 30, 2012.
- 3) Purchase cap and gown at Lower Level UMD Stores. For online orders, the deadline is April 13, 2012.
- 4) Register with Career Services, 22 Solon Campus Center.
- 5) Clear obligations with Financial Collections Office.
- 6) Make appointments at 129 Darland Administration Building the last two weeks of the semester in which you are graduating for the following loans:
  - University Trust Loan (UTLF)
  - Any short-term loan
  - Guaranteed Student Loan (GSL)
  - Stafford Student Loan
  - Federal Direct Student Loan
  - William A. Ford Federal Direct Student Loan
  - Carl Perkins National Direct Student Loan (NDSL)
  - Health Professions Student Loan (HPSL)
  - Primary Care Loan (PCL)
  - Ordean Foundation Loan

Failure to have an Exit Interview violates Federal regulations governing some of the above listed programs and a hold will be placed on your records.

## **It's Your Day . . . Congratulations!**

This handbook will answer the most frequently asked questions regarding commencement. In the front of this handbook you will find a checklist of all the things you must complete in order to participate in commencement at UMD.

Keep in mind that commencement is a recognition event and not a certificate of graduation. In most instances, your graduation date and transcript date will be different from your commencement date.

In order to make commencement pleasant and meaningful for you and your guests, please read the following information carefully and keep it available for ready reference. Questions not covered here may be directed to your college office or to the Chancellor's Office at (218) 726-7106. You can also email questions to the Commencement Committee at: [commence@d.umn.edu](mailto:commence@d.umn.edu).

The *UMD Statesman* will be an additional source of information as the commencement date draws closer.

## **The Commencement Ceremony**

The commencement ceremony takes approximately two hours. Graduates will be marching and standing a good part of the time — low-heeled, comfortable dress shoes are recommended.

Since there is no secure area to leave your personal belongings, you may wish to leave jackets, purses, etc., with family members. A professional photographer will take pictures before, after and as you cross the stage. Families are welcome to take photos following the ceremony.

Candidates for degrees are the highlight of the commencement exercises. Your name will be called and you will cross the stage area.

UMD's ceremony is held indoors, so weather generally does not prevent it from being conducted.

## **Eligibility**

Any student who has completed course work or received a degree for the 2011-2012 academic year is eligible to participate in the commencement ceremony. Students completing their graduation requirements in fall, spring or summer semesters are eligible to take part in commencement. All students planning to participate in commencement must have the approval of their college office.

All students must file an Application for Degree. Deadlines are listed on the summary sheet in the front of this handbook.

## **Diplomas**

It is not possible to process final grades and prepare degree lists in time to present diplomas on commencement day. Instead, you will receive a diploma cover when you cross the stage. Diplomas are mailed to all students (whether or not they participate in commencement) approximately two months following the end of the semester that a student completes all their degree requirements. All diplomas are 8 1/2" by 11".

## **No Commencement Rehearsal**

There will be no rehearsal for the commencement ceremony. Graduates must report to the name table between 10:30-11:30 a.m. in the DECC Arena.

## **Commencement Exercises**

Commencement participants must report to the name card table no later than 11:30 a.m. on commencement day to pick up name cards for the noon ceremony. Students also must be in their proper academic procession lines by 11:40 a.m. Name cards are color-coded and numbered, so graduates know which line to join and their approximate place in line. Line locations are clearly marked. Once you have taken your place in line, follow the instructions of the staff wearing "Commencement Official" badges; they will also answer your questions.

If you are not in your assigned place at the correct time, the procession will begin without you, so please be on time. You will be able to meet with family and guests following the ceremony.

Do not lose your name card. You will hand this card to the reader as you prepare to cross the stage and be recognized during the ceremony. You must present a card in order for the reader to call your name.

When it is time for you to cross the stage, you will proceed to the stage area and wait at the top of the ramp for your name to be read. When you have been recognized, you will come down the other ramp and return to your seat. Please do not eat or drink during the ceremony, and do not chew gum, etc. while the ceremony is in progress, especially when you are approaching the stage to be recognized.

During the recessional, please do not break the academic columns to visit with your friends and relatives. Please arrange to meet your guests away from the main arena after the ceremony.

## Academic Costume Information

Academic costume is mandatory for those students participating in commencement at UMD.

The following rules regarding academic costume are generally used by all colleges and universities in the United States. Candidates should keep in mind that it is appropriate to wear dark clothing and shoes with academic costume. Flowers, decorative jewelry, and emblems are not appropriate. Please do not wear athletic footwear for the ceremony.

### *Bachelor's Degree Gowns:*

These gowns are used by all four-year degree candidates. The black bachelor's gown has long pointed sleeves and is worn closed at the top. Hoods are not worn, but caps are worn.

### *Caps:*

The cap at the University of Minnesota is the same for all academic degrees. When worn, mortarboards should be flat on the head, not tilted. The long point of the shell should be worn to the rear. Caps are worn throughout the formal academic function except when men remove their caps during the national anthem, and "Hail! Minnesota." Women do not remove their caps.

### *Tassels:*

At UMD, tassels are fastened to the top of the cap and hang on the left. Tassels should be switched to the right once candidates are recognized on stage. Your degree and field determine your tassel color. See the chart on page 7.

### *Honors Medallions:*

Bachelor's degree candidates who are graduating with Latin honors wear honors medallions throughout the commencement ceremony. Students should consult their college office for details on eligibility.

The medallions should be worn around the neck, and they need not be returned. Once awarded, they belong to the graduate. Medallions can be picked up at the medallion table prior to the ceremony.

### *Where to Get Your Cap, Gown and Tassel:*

Caps and gowns are available at Lower Level UMD Stores. Staff can help you obtain the correct academic costume if you give them the complete title of your degree and your college. Students on campus should purchase gowns in person from Lower Level UMD Stores.

Academic costumes are available for sale only, not for rent. You can receive a 20 percent discount off your cap, gown, tassel and diploma frames during **Grad Fair**, which is Thursday, March 8 from 10 a.m. to 6 p.m. in the Kirby Ballroom.

Students are encouraged to pick up their caps and gowns well ahead of the commencement ceremony to avoid any last-minute confusion.

Out-of-town students can purchase caps, gowns, and tassels online at <http://www.umdstores.com> by April 13, 2012.

## Commencement Program

The commencement program distributed on commencement day will list the names of all undergraduates who have been approved by the Office of Financial Aid and Registrar. Approved students will be listed in the commencement program, regardless of whether they participate in commencement exercises.

At commencement, students will find programs on their chairs when they march in for the ceremony. Please do not pick up a program before the ceremony and carry it in the processional.

## Graduation Announcements

Formal graduation announcements are available at Lower Level UMD Stores. The announcements have space for graduates to fill in date, time and location of their ceremony. Personalized announcements may be ordered from: <http://www.Jostens.com>.

## Class Rings

Class rings may be ordered from Jostens at <http://www.Jostens.com> and UMD Stores website at <http://www.umdstores.com>. Brochures and information are available at Lower Level UMD Stores.

## May Small Children Attend?

Small children accustomed to sitting still without disturbing those around them are welcome to attend the ceremony; however, this ceremony can last two hours or longer. All guests need tickets, even small children.

## Photography

A professional photographer will be at the ceremony to take pictures of all graduates before, after and as they cross the stage. Graduates will be emailed color proofs shortly after commencement. Enlargements and prints can be ordered at a reasonable price.

## Parking

Parking for commencement is at regular Duluth Entertainment Convention Center rates. Parking is available in downtown Duluth, which is connected to the DECC by a skywalk system.

## Seating

### *Special Seating for Graduates:*

If you need special seating arrangements for any reason, please complete the section on the Commencement Attendance Questionnaire.

### *Guest Seating:*

All guests need tickets. If you have someone coming who must have special consideration in regard to seating — such as a relative using a wheelchair — ask them to locate an usher for assistance on commencement day. If your guests are hearing impaired and need an interpreter, please contact the Commencement Committee at [ceremony@d.umn.edu](mailto:ceremony@d.umn.edu) or call the Chancellor's Office at (218) 726-7106.

## Commencement Ticket Information

### *Why are guest tickets required?*

Guests need tickets to comply with the Duluth fire marshal's policy prohibiting overcrowding at DECC events. The free tickets will guarantee that your guests aren't turned away at the door by the fire marshal.

### *How many tickets will each graduate receive?*

Each graduate will receive four tickets.

### *What do I have to do to guarantee my guests have tickets?*

Graduates must turn in their Commencement Attendance Questionnaire by **January 30, 2012** in order to receive guest tickets. A Commencement Attendance Questionnaire can be downloaded at:

<http://www.d.umn.edu/commencement>.

### *Where will my guests sit?*

Guest tickets will be general admission, with no assigned seats. The arena doors will open at 10 a.m. on May 12, commencement day. The guest seating will be in the fixed arena seats; the graduates will sit in chairs on the arena floor.

### *Where do I get my guest tickets?*

Guest tickets will be distributed April 2-20 in UMD Stores Express, 109 Kirby Plaza. To receive their tickets, students must show identification and sign the list.

### *Can I get extra tickets?*

A lottery will be held to distribute extra tickets, including those not claimed. Graduates sign-up for the lottery through the Commencement website at <http://www.umn.edu/commencement>. Tickets will be available for pick-up April 26 to May 4 at UMD Stores Express, 109 Kirby Plaza.

### *Where can I turn in extra tickets?*

A drop box will be available in the UMD Stores Express where you picked up your tickets. Graduates are encouraged to turn in extra tickets for distribution during the lottery.

### *What if I lose my tickets?*

Lost tickets will not be replaced.

### *I graduated fall semester and have left Duluth. How do I get my tickets?*

Arrangements will be made to distribute tickets to fall semester graduates who have left Duluth. Fall semester graduates who plan on participating in commencement must turn in their Commencement Attendance Questionnaire by **January 30** and send an email to the Commencement Committee if unable to pick up guest tickets at UMD Stores Express, 109 Kirby Plaza.

### *I've got a question about guest tickets. Who should I contact?*

Email questions to the Commencement Committee at: [ceremony@d.umn.edu](mailto:ceremony@d.umn.edu)

## Career Services

Go to [www.d.umn.edu/careers/grad\\_follow/survey.html](http://www.d.umn.edu/careers/grad_follow/survey.html) and complete the Graduate Follow-up Survey.

For questions about the survey or help with your job search or graduate school planning, contact Career Services at [carserv@d.umn.edu](mailto:carserv@d.umn.edu) or 218-726-7985.

## Other Information

Information on degree requirements and diplomas should be directed to the Office of Financial Aid & Registrar, (218) 726-8000. For cap and gown information, call Lower Level UMD Stores, (218) 726-7286.

Other questions? Contact your college office or the Chancellor's Office, (218) 726-7106. For updates and other commencement information, check: <http://www.d.umn.edu/commencement/>

# THE UMD ALUMNI ASSOCIATION

## **Congratulations on your graduation and welcome to the UMD Alumni Association!**

As a graduate from the University of Minnesota Duluth you are automatically a member of the UMD Alumni Association. There are no dues or fees for membership. You have access to UMD Alumni Association benefits and continued access to UMD educational and recreational facilities. You will receive the alumni magazine, *The Bridge*, and will be emailed the *UMDview*. You will be invited to social events and educational activities. We hope you and your classmates will come to our young alumni events.

The University of Minnesota Duluth Alumni Association serves as liaison between UMD and its more than 58,000 graduates. Our goal is to be a valuable and meaningful resource for all UMD graduates. We encourage alumni to stay connected to their classmates and to UMD; join the *Official UMD Alumni Association* Facebook page and follow us on our UMD\_Alumni Twitter account. Both can be accessed from our [www.UMDAlumni.com](http://www.UMDAlumni.com) website that also contains an events calendar, alumni news and stories, and a photo gallery. In addition, you can also submit an online form to update your contact information or share good news in the Alumni Notes section of *The Bridge*.

Lisa and I welcome your calls, emails and especially your visits. We want to hear from you: your suggestions and ideas, your news, as well as your interest in becoming involved with the UMD Alumni Association.

Patty DeLano, Alumni Director

Lisa Pratt, Alumni Associate

UMD Alumni Relations  
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218-726-8829  
[alumni@d.umn.edu](mailto:alumni@d.umn.edu)  
[www.umdalumni.com](http://www.umdalumni.com)

## **UMD Stores**

# ***Graduation Cap and Gown Information***

Congratulations on your upcoming graduation! Graduation cap, gown and tassel are available for purchase at Lower Level UMD Stores.

Graduation gowns are purchased by height. The bottom of the gown should be about mid-calf (take into account height of shoe). Caps are all ONE SIZE. Color of tassel is determined by your degree. A degree list is included on the next page. To ensure the availability of gown size and tassel color, please purchase your commencement items by May 4, 2012, in Lower Level UMD Stores.

If you live out of town and are unable to stop by Lower Level UMD Stores to purchase your commencement items, you may order them on our website at <http://www.umdstores.com>. You can also order by calling the UMD Stores at 866-726-8631 by April 13, 2012.

Graduation announcements are also available in Lower Level UMD Stores. Personalized announcements may be ordered through Jostens by calling toll-free at (800) 353-5299 or at <http://www.Jostens.com>. They take approximately 2-3 weeks for delivery.

Diploma frames are available in Lower Level UMD Stores or at: <http://www.umdstores.com>.

Class rings are available from <http://www.Jostens.com> or by calling Jostens toll-free at (800) 424-1492.

For more information, please call Lower Level UMD Stores toll-free at (866) 726-8631 or visit our website at <http://www.umdstores.com>.

*Lower Level UMD Stores Hours:*

*Monday — Thursday 7:30 a.m. - 6 p.m.*

*Friday 7:30 a.m. - 4:30 p.m.*

# Tassel Colors for Undergraduate Degrees

## Labovitz School of Business & Economics

Bachelor of Accounting (B.Ac.): Drab

Bachelor of Business Administration: Drab  
(B.B.A.)

## College of Education & Human Service Professions

Bachelor of Applied Arts (B.A.A.): Light blue

- Teaching Communication Arts/Literature: Light blue
- Teaching French: Light blue
- Teaching German: Light blue
- Teaching Social Studies: Light blue
- Teaching Spanish: Light blue

Bachelor of Applied Science (B.A.S.):

- Athletic Training: Sage
- Communication Sciences and Disorders: Grey
- Elementary/Middle School Education: Light blue
- Exercise Science: Sage
- Health Education: Sage
- Physical Education: Sage
- Psychology: Gold
- Recreation Outdoor Education: Sage
- Teaching Earth and Space Sciences: Light blue
- Teaching Life Science: Light blue
- Teaching Mathematics: Light blue
- Teaching Physical Sciences: Light blue
- Unified Early Childhood Studies: Light blue

## School of Fine Arts

Bachelor of Fine Arts (B.F.A.): Brown

Bachelor of Music (B.M.): Pink

Bachelor of Arts (B.A.):

- Art: White
- Music: Pink
- Theatre: Brown

## Swenson College of Science & Engineering

Bachelor of Science (B.S.): Gold

Bachelor of Science Chemical Engineering  
(B.S.Ch.E.): Orange

Bachelor of Science Civil Engineering (B.S.C.E.):  
Orange

Bachelor of Science Electrical and Computer  
Engineering (B.S.E.C.E.): Orange

Bachelor of Science Industrial Engineering  
(B.S.I.E.): Orange

Bachelor of Science Mechanical Engineering  
(B.S.M.E.): Orange

## College of Liberal Arts

Bachelor of Arts (B.A.):

- American Indian Studies: White
- Anthropology: Gold
- Biology: Gold
- Chemistry: Gold
- Communication: White
- Criminology: Purple
- Economics: Copper
- English: White
- Environmental Studies: Gold
- Geography: White
- Geological Sciences: Gold
- German: White
- History: White
- Interdisciplinary Studies: White
- International Studies: Peacock
- Mathematics: Gold
- Philosophy: White
- Physics: Gold
- Political Science: Citron
- Sociology: Citron
- Spanish: White
- Urban and Regional Studies: White
- Women's Studies: White

## Note:

- A list of every degree program is available in Lower Level UMD Stores.
- Students graduating with a double major may purchase a tassel for each major.