

DAKOTA COLLEGE AT BOTTINEAU

GRADUATION COMMENCEMENT INSTRUCTIONS AND PROCEDURES

INTENTION TO WALK

WHO CAN PARTICIPATE

Fall, spring, and summer graduation candidates can take part in the official May ceremony.

MAKING INTENT KNOWN

Graduation candidates who wish to participate in the official May ceremony must make their intent known, and have ordered their graduation ceremony apparel by the April deadline. Students should make their intent to walk known by filling out the appropriate section on the Application for Graduation form. If you are applying for more than one degree please fill out the application for each degree.

NOTE: Candidates who decide to walk after the stated deadline must contact DCB Graduation Coordinator immediately to see if they can still participate in the ceremony. This decision is dependent on gown availability (please read gown section) and the discretion of the graduation coordinator.

MANDATORY CEREMONY PRACTICE

FOR CEREMONY PARTICIPANTS, MARSHALS, AND USHERS

A mandatory graduation ceremony practice will be held at 11 am on the Friday of the commencement ceremony, in the Thatcher Hall gymnasium. The purpose of the mandatory session is to review ceremony procedures and expectations with graduates, marshals, and ushers so the official 3 pm ceremony functions smoothly.

If for any reason a student cannot attend practice, they MUST immediately contact Laura Halvorson at laura.halvorson@dakotacollege.edu.

PRONUNCIATION OF NAMES

If you are concerned about mispronunciation of your name during the ceremony, please let us know during the mandatory practice session and we will note the correct pronunciation.

CEREMONY PROCEDURES

LINE UP

Candidates must arrive by 2 pm in the Thatcher Hall Atrium located outside of the Bookstore. Candidates can take headshots with DCB Photography and then begin to lineup. Graduation personnel will assemble candidates into a line by order of degree then last name and give important instructions.

ENTERING THE GYMNASIUM

After faculty members have entered the gymnasium, a marshal will lead candidates to their seats. Candidates are to remain in their seats until told to do otherwise.

AWARDING OF DIPLOMAS

When it comes time for the awarding of diplomas, the graduation coordinator will indicate to the first row of candidates to start toward the stage, and will continue on until each row has been signaled. Candidates will walk in a single file to the right steps. As each name is read, the candidate will cross the stage to the dean, receive a scroll and shake hands with platform guests. Each graduate will exit down the stage steps and return to his/her assigned seat.

NOTE: Candidates will not receive an actual diploma in the ceremony, as final grades must be calculated before diplomas will be awarded.

RECESSIONAL

When it comes time to exit, a marshal will lead graduates out of the gymnasium by last row first. Graduates will be led to the courtyard (weather permitting), where they are free to disperse.

HONORS/PTK STUDENTS

Students who graduate with honors or high honors will receive a gold cord that is to be draped over the shoulders. Honors designation for commencement purposes is determined by the overall grade point average as

indicated on a student's transcript in the last completed term prior to graduation. Phi Theta Kappa members will be issued a golden honor stole that is worn over the graduation gown. These stoles may be purchased from the Bookstore as a part of the Application for Graduation or online at the PTK Regalia Store.

PROGRAMS

Graduation programs will be placed on each candidate's chair prior to the ceremony. We ask that graduates tell their guests to take only one program per person, so all guests have a chance to receive one. Extra programs will be available after the ceremony.

DIPLOMAS

A student is considered a "candidate for graduation" until their final semester grades have been posted and their final grade point average has been calculated. Once a student has graduated, their diplomas will be mailed to the address indicated on the Application for Graduation on file. This process usually takes up to five weeks after the ceremony to be completed. Students can monitor their graduation status by checking their Campus Connection account to see if a degree has been posted to their unofficial transcript.

CAPS & GOWNS

Graduation candidates who want to participate in the ceremony **MUST** place their cap & gown package order with the bookstore and have it paid for in full by the April deadline. Students who already have a DCB-issued forest green cap & gown, and other students unable/or not wishing to participate in the graduation ceremony can purchase a tassel.

Candidates place their orders by filling out the cap, gown & tassel form online and by submitting payment and to the bookstore. Contact information for the bookstore is 701-228-5458 or bookstore@dakotacollege.edu Candidates will collect their purchases at the bookstore in May. DCB will notify candidates when items are available to pick up. Gown packages will not be mailed out.

Please order your cap and gown through the appropriate bookstore:

- DCB Bookstore: Dakota College at Bottineau, Minot State University and online students
- VCSU Bookstore: Valley City State University students

REGALIA PRICING

- Cap & Gown package: \$45
- Tassel-only purchase: \$10

NOTE: Students who decide to participate in graduation after this deadline must contact the graduation coordinator immediately. If there are extra caps and gowns, they may be purchased. There have been times where students decided to walk and there were no gowns. Please plan accordingly. Cap and gown packages cannot be mailed or refunded.

BILL PAYMENT

To check your account balance, log into campus connection, financial accounts. Please make sure account is paid in full. You will not receive your diploma and transcripts will not be sent unless you have a zero balance. For those questions, you can call the business office, 701-228-5430. Make payment over the phone by calling (701) 228-5430 or by mailing a check payable to Dakota College at Bottineau to:

Dakota College at Bottineau
Attention: Business Office
105 Simrall Blvd.
Bottineau, ND 58318

GUEST INFORMATION

ARRIVAL & PARKING

The Thatcher Hall Gymnasium will be open to the public as early as 2 pm on commencement day. Graduates may have an unlimited number of guests. Guests should use the large parking lot west of Thatcher Hall to keep the main circle available for the handicapped and elderly.

SPECIAL ARRANGEMENTS

There is limited seating available on the floor. If candidates have guests who are unable to climb stairs to the bleachers or are in wheelchairs, they should arrive early and ask for seating assistance from the DCB ushers.

PHOTOGRAPHY

Guests are welcome to take photos during the ceremony, but are asked to be considerate of the graduates and other guests. For safety and security purposes, guests are to remain clear of the entrance and exit ramps as well as of the graduate seating area. Guests are to remain seated until the processional and recessional is complete.

DCB Photography takes headshots before the ceremony, and photos during the ceremony. Photos can be purchased at www.dakotacollege.edu/academics/graduation.

DISRUPTIVE GUESTS

DCB reserves the right to remove a guest from the building if they are being disruptive or causing security or safety concerns.

QUESTIONS?

DCB, Minot Nursing, Online

Laura Halvorson

DCB Graduation Coordinator

laura.halvorson@dakotacollege.edu, 701-228-5680

Minot State

Maggie Backen

Director of DCB Programs in Minot

maggie.backen@dakotacollege.edu, 701-858-4339

Rebecca Ringham

Minot State Registrar

rebecca.ringham@minotstateu.edu, 701-858-3126

Valley City

Kim Hesch

VCSU Graduation Coordinator

registrar@vcsu.edu, 701-845-7259