
Minnesota West Community & Technical College – Canby Campus
2024 Graduation Information
Monday, May 6, 2024

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Graduation Reception is from 5:00 p.m. – 6:30 p.m. in the Student Commons at Minnesota West

Graduation Ceremony is at 7:00 p.m. at Canby High School in the new gymnasium

Cap and Gown Pick-up:

- **Wednesday, May 1st through Monday, May 6th in the Student Services office.**
- Pick up your cap, gown and tassel (*CORDS - if graduating with honors*) **AFTER** you have submitted the [Application for Graduation](#) (due by April 1, 2024) and completed your [Loan Exit Counseling](#) (*if you took out loans*) and the [Job Placement/Employment Information Form](#)
- You will receive 5 free meal tickets for the Reception
- Additional tickets can be purchased at \$5.00 each

Graduation Procedure

- 1. Please be at the High School by 6:30 p.m. dressed in your cap and gown. We will all meet in the Old Gym and line up to walk into the commencement in the New Gym.**

How to Wear Your Graduation Cap and Tassel

- The cap should be worn so that one of the points is directly in front, so if looked at from above the cap would form a diamond on your head. Pull it down snugly so that the top of the cap is flat with your head. It shouldn't be pointing up or resting on top of a hairdo.
 - The tassel should be placed so that it hangs on the right side of your face. Once you have received your diploma and been announced as the graduating class, you should grab the tassel and turn it to the left side. Leave it in this position until you remove your cap after the ceremony.
2. Pick up name card and line up in the old gym area alphabetically according to your program area. **We will have you process into the gymnasium by program/last name.**
 3. When graduates march in to the seating area, please be seated **immediately!**
 4. Each row rises as directed to receive your diploma cover.
 5. Take the diploma cover in your left hand so your right hand is free to shake hands.

After receiving your diploma cover, return to your row of seats...move in all the way and sit down.

6. After everyone has received their diploma cover, you will be announced as the graduating class of 2024 at which time you will move your tassel to the left side.
 7. You will then be directed to rise {one row at a time} to march out for the recessional.
 8. Gowns will be returned to Minnesota West at the end of the commencement ceremony – you may keep the cap, tassels, and cords.
- **IMPORTANT: Students will not receive a diploma if they have a balance due. Exit counseling** must be completed if you have student loans. At the Graduation Ceremony, the student will be handed an empty cover. **Mid to late June**, students will be mailed their diplomas after the grades are finished and a final degree check has been completed.
 - ***The Minnesota West Educational Policy 3.6 regarding Code of Conduct remains in effect. If you are under the influence of alcohol or drugs, or become disruptive, you will be asked to leave.***

Driving Directions

Driving Directions from Minnesota West to Canby High School - From Minnesota West turn left out of parking lot and drive east on Highway 75, go 3 blocks (0.5 miles) and the destination will be on your left.

