
Minnesota West – Canby campus

2020 Graduation Information
Wednesday, May 13th @ 7:00 PM
Canby High School Gymnasium

Contact person: Deb Full, Canby campus, deb.full@mnwest.edu or 507-223-1327

Cap/Gown/Tassel: Your cap, gown and tassel (also cords – if graduating with honors) will be available for pick-up at the Canby campus **AFTER** you have submitted the **Application for Graduation** and completed your **Loan Exit Counseling** (if necessary).

- Gowns will be available for pickup Monday - Wednesday, May 11-13th in the Student Services area.
- Meal tickets for graduates, family/friends will be distributed at gown pick-up time. Each student will be given 5 free meal tickets, additional tickets can be purchased at \$5.00 each from Deb Full.

GRADUATION CEREMONY: The agenda for the evening is as follows on **Wednesday, May 13th:**

- 5:00 - 6:30 pm Meal for the graduates & family/friends - (Minnesota West Student Commons)
BE AT THE CANBY HIGH SCHOOL BY 6:30 PM DRESSED IN YOUR CAP & GOWN!
- 6:30 pm Pick up name card & line up alphabetically by program - (Canby High School Old gymnasium)
- 7:00 pm Graduation ceremony - (Canby High School New Gymnasium)

Graduation Procedure

1. Be at the Canby High School (old gymnasium) by 6:30 p.m. dressed in your cap and gown.

How to Wear Your Graduation Cap and Tassel

The cap should be worn so that one of the points is directly in front, so that 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.

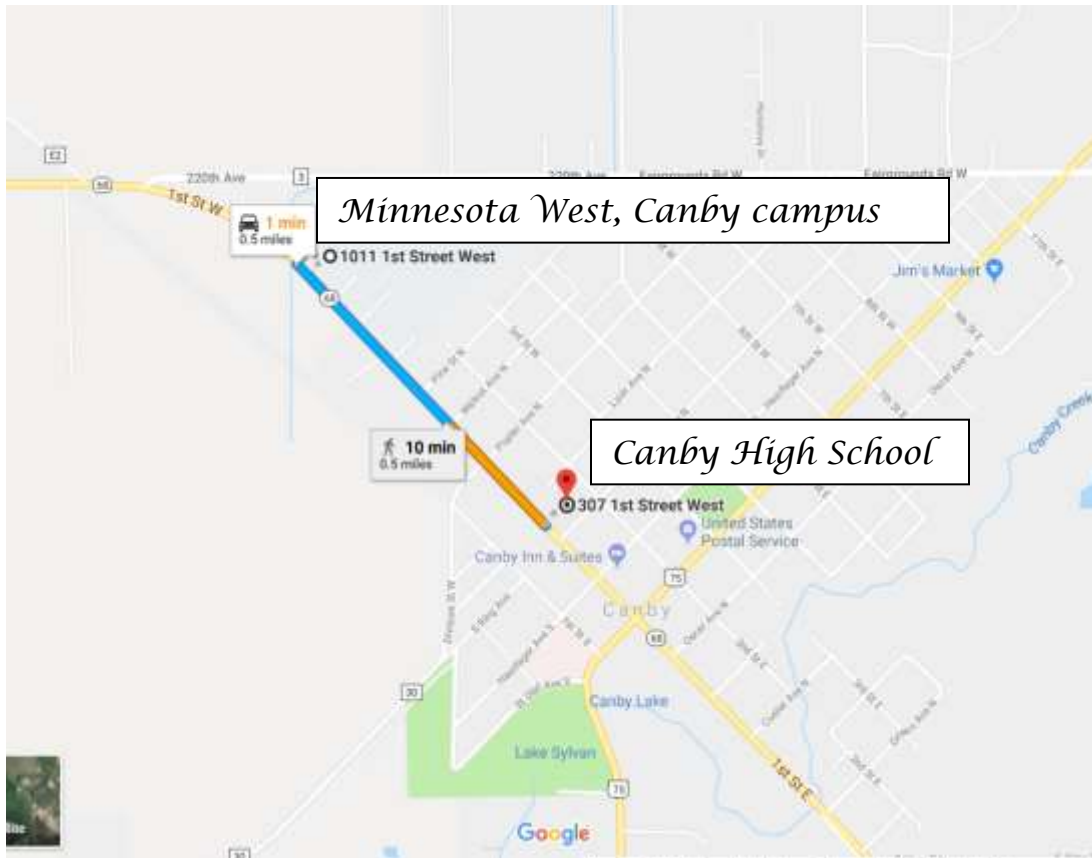
2. Pick up name card and line up in the old gymnasium area alphabetically according to your program area.
3. When graduates march in to the seating area, please be seated **immediately!**
4. Each row rises as directed to receive your diploma cover.
5. Take the diploma cover in your left hand so your right hand is free to shake hands.
6. After receiving your diploma cover, return to your row of seats...move in all the way and sit down.
7. After everyone has received their diploma cover, you will be announced as the graduating class of 2020 at which time you will move your tassel to the left side.
8. You will then be directed to rise {one row at a time} to march out for the recessional.
9. Caps and gowns **MUST** be checked back in before leaving {you keep the tassel and/or honor 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 diploma 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 from MN West, Canby Campus to Canby High School.

From Minnesota West Community & Technical College – turn left out of parking lot:

- 1) Head east on Highway 75, go 3 blocks (0.5 miles)
- 2) Destination will be on your left.



Address Information:

Minnesota West, Canby Campus
1011 1st Street West
Canby, MN 56220

Canby High School
307 1st Street West
Canby, MN 56220