
Minnesota West – Canby, Minnesota

2024 Graduation Information

Monday, May 6, 2024

Contact Person(s): 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 and **AFTER** you have submitted the [Application for Graduation](#) (due by April 1, 2024) and completed your [Loan Exit Counseling](#) (*if necessary*).

- Gowns will be available for pickup - **Thursday, April 29th through Monday, May 6th at Student Services office.**
- Reception 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 the Student Services office.

GRADUATION CEREMONY: The agenda is as follows on Monday, May 6, 2024

- **5:00 – 6:30 PM – Pre-Graduation Reception, Canby campus Student Commons**
 - **7:00 PM – Canby High School, new gymnasium**
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Graduation Procedure

1. **Be at Canby High School, meet in the Old Gym, 30 minutes before your ceremony starts (6:30 PM), 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 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.
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 2024 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 will be returned to MN West at the end of the commencement ceremony – you may keep the tassels, and cords.

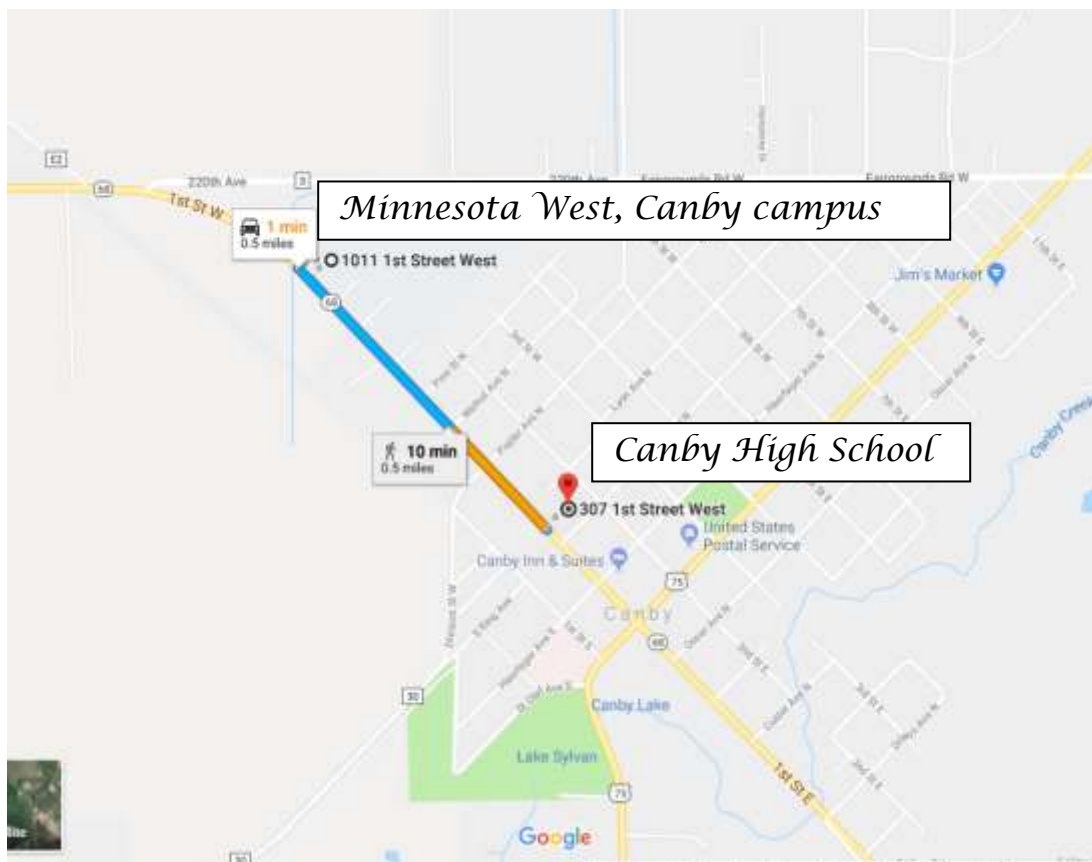
- ❖ **IMPORTANT: Students will not receive a diploma if they have a balance due. Exit counseling** must be completed if you have student loans. At the Graduation Ceremony, the student will be handed an empty cover. **Mid to late June**, students will be mailed their diplomas after the grades are finished 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 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