Minnesota West – Canby campus
2021 Graduation Information
Tuesday, April 27th
Canby Campus Student Commons

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 – Monday, April 19 – 26 in the Student Services area.

GRADUATION CEREMONY: (to be held at the Canby Campus Student Commons)
The agenda for the day is as follows on Tuesday, April 27th:
➢ 2:00 PM Electrical and Wind Graduates
➢ 3:30 PM Diesel Technology Graduates
➢ 5:00 PM Dental Assistant, Liberal Arts, Other Graduates

Graduation Procedure

1. Be at the Canby Campus Student Commons a half hour before your designated time and 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. Upon arrival at the campus, show your green pass from the COVID Daily Screening Tool and to Classroom 106 to line up. Maintain social distancing at ALL times and have your mask on.

3. Pick-up name card and line up in alphabetically order according to your program area.

4. When graduates march in to the seating area, please be seated immediately!

5. Each row rises as directed to receive your diploma cover.

6. Take the diploma cover in your left hand – no shaking hands.

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

8. After everyone has received their diploma cover, you will be announced as the graduating class of 2021 at which time you will move your tassel to the left side.
9. You will then be directed to rise {one row at a time} to march out for the recessional.

10. Exit through the Patio doors - picking up a Graduate Celebration Bag on the table.

11. Caps and gowns, tassels and honor cords will be kept by the graduate.

**IMPORTANT:** At the graduation ceremony, students are handed an empty diploma cover. **Mid to late June,** after grades are finished and a final degree check has been completed, students will receive their digital diploma from Parchment sent to their [personal email address](mailto:) on file. Parchment will mail a printed diploma to the student’s permanent address on file 7 – 10 days later. **PLEASE VERIFY BOTH YOUR PERSONAL EMAIL AND YOUR PERMANENT ADDRESS ARE VALID IN YOUR ESERVICES STUDENT ACCOUNT.**

- 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 to MN West, Canby Campus**

1011 1st St W., Canby, MN 56220
Located west of Canby on Hwy 68W
Use either driveway and park in rear of building.