Minnesota West – Jackson Campus
2021 Graduation Information
Monday, April 26, 2021

Contact Person: Celina Fonseca – celina.peterson@mnwest.edu 507-847-7921

CAP/GOWN/TASSEL: Your cap, gown and tassel (also cords - if graduating with honors) will be available for pick-up at the Jackson campus and AFTER you have submitted your Application for Graduation and completed your Loan Exit Counseling (if necessary).

- Gowns will be available for pickup 9:00 am – 3:00 pm from April 19th - 23rd.
  - LOCATION: Student Services office.

GRADUATION CEREMONIES: The agenda is as follows: LOCATION: Indoor Powerline Lab

- 11:00 AM Electrician, Powerline, Cosmetology
- 1:00 PM Welding, Automotive, Powersports, Computers, Liberal Arts, Business Management

Graduation Procedure

1. Be at the Jackson campus 45 minutes prior to your assigned graduation time with cap, gown and mask on.

   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 immediately check in to the Student Services office to get your graduation information. Maintain social distancing at ALL times and have your mask on.

3. When graduates march in to the seating area, please be seated as soon as you get to your chair.

4. Each graduate rises as directed to receive your diploma cover.

5. There will be no hand shaking after being handed your diploma cover.

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 2021 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, gowns, tassels and cords are yours to keep. Congratulations on your graduation!

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 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.