Contact Person(s): Jill Arp - Jill.Arp@mnwest.edu or 507-449-2773

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

- Gowns will be available for pickup at the front desk on April 12th-28th, Monday-Thursday from 9am-2pm.

**GRADUATION CEREMONY** will be held at the Grand Prairie Event Center in Luverne.

The agenda is as follows on **Thursday, April 29th:**

- 5:00 Graduation Ceremony for ALL Programs
- All Ceremonies will be Live Streamed

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**Graduation Procedure**

Due to COVID, all participants involved or attending our graduation ceremonies will need to wear a mask and social distance while on campus, as well as complete the COVID Screening form prior to the event COVID Daily Screening Tool. Everyone must present a green pass screen to the College Greeter, in order to be present for the event.

1. **Please be at the Grand Prairie Event Center by 4:30 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 should not 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. Present your green pass and head to your designated area. COVID Daily Screening Tool
3. Pick up your name card and be prepared to line up alphabetically. Please maintain social distancing at ALL times.
4. Graduates may be seated once they arrive to their chair for the ceremony.
5. Each row rises as directed to receive your diploma cover.
6. After receiving your diploma cover, return to your row of seats 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} and march out for the recessional. Please head back to your designated classroom.
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.**
Minnesota West – Luverne Center
2021 Graduation Information
Thursday, April 29, 2021

Grand Prairie Events
105 South Estey Street
Luverne, Minnesota 56156