

## Minnesota North College – Itasca Campus Graduation Ceremony Instructions – May 15, 2025

*Please also refer to ceremony diagrams of entrance, awarding of diplomas and exit located on website*

### Check-In, Line-Up and Entrance to Gymnasium

- **Check-in starts at 4:00 pm in Backes Hall.**
- **Line-up begins at 4:30 pm in Backes Hall.**
- Check-in and receive your name card. Be sure to provide correct pronunciation of your name at this time.
- Be in cap & gown with **tassel to the right side** of your cap. If you are an honors student, be sure you have cords!
- Graduates line up in two equal length lines. *Note: You will be sitting next to the people who are in the same line as you **not** the person across from you in the other line.*
- Administration and faculty lead graduates into the gymnasium through the east entry door of Mullins.
- Line leaders have rehearsed the routine – follow their lead.
- Lines split when reaching the staging/podium.
- The front rows will be filled first, then the second, etc. (*refer to ceremony entrance diagram*).
- Remain standing until you are asked to be seated.

### Ceremony

- Refrain from talking.
- A program will be placed on your chair so you can follow along with the ceremony.
- Dr. Bart Johnson, VP, Academic & Student Affairs, will present the Class of 2025. When applause has ended and staff have positioned themselves at the stage steps, the **front row on both sides should rise in unison.**
- Graduates now move to the side steps. Staff at steps will assist you with timing for your entry onto staging. Graduates alternate from side to side (*refer to awarding of diplomas diagram*).
- Walk to the podium, hand your name card to the person at the microphone, face the audience, and remain in place until your name and degree has been read. You may then proceed to the front of the staging and step down.
- At the bottom of the steps you will be greeted by the VP, Academic & Student Affairs and the Campus Director who will congratulate you and hand you a diploma packet.
- Proceed to the tree seedling table and take a tree.
- Return to the end of your row. **Once all graduates in your row have returned to their chair, the entire row should sit down in unison.**
- Once the first row is seated, the **second row will rise in unison** and continue the same process until all rows have received their diploma packet and are once again seated.
- President Raich will confer degrees and invite a designated student to lead in the tassel change.
- Graduates stand and complete change of tassel from the right to left side of your cap. Remain standing.
- President Raich will make closing statements ending with “Congratulations, Class of 2025.”
- Bill Marshall will step to the podium and announce reception and exit directions.

### Exit

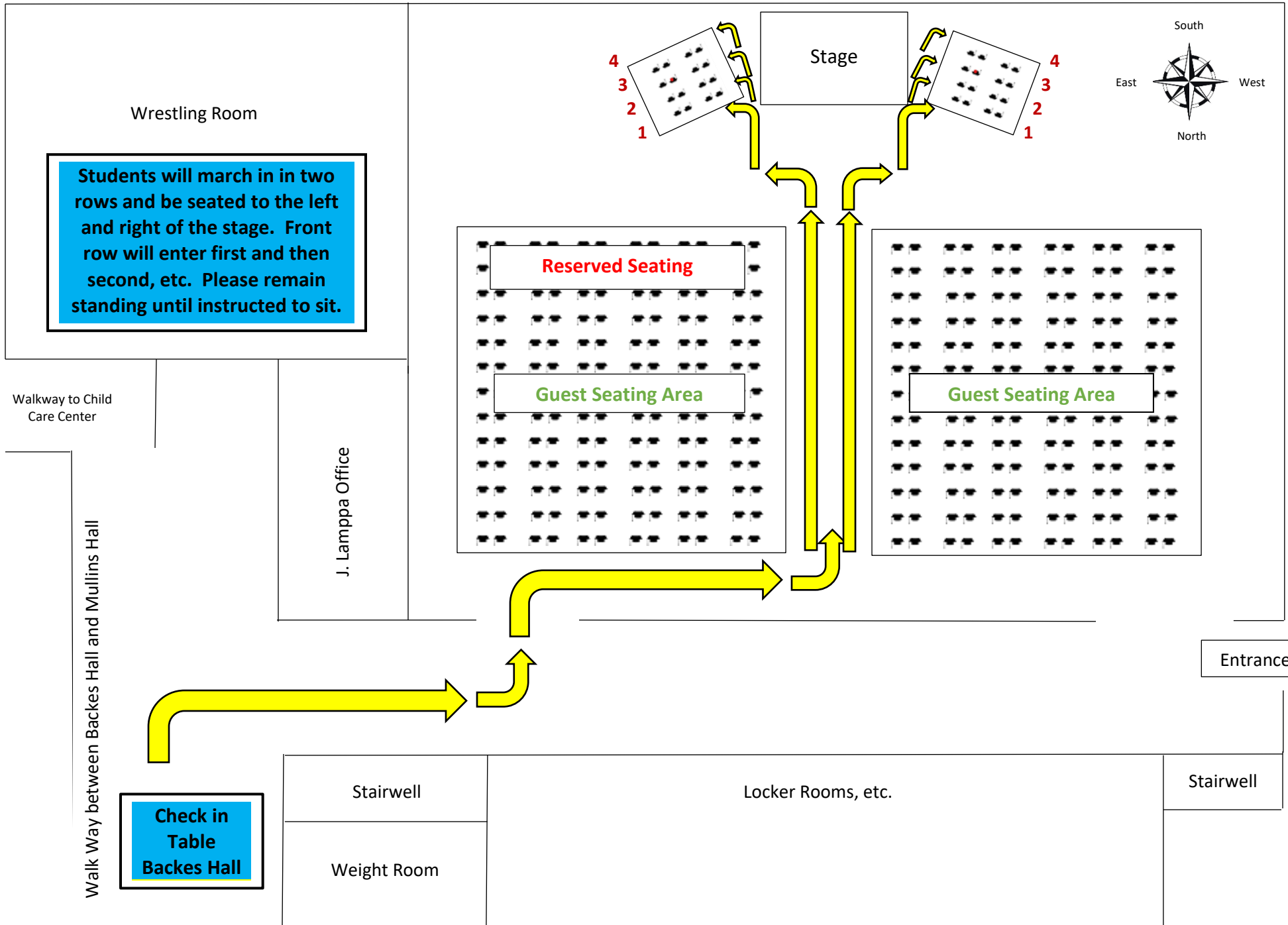
- Color Guard will exit with flags while **graduates remain at their seats.**
- When the recessional music begins, **Administration leaves the staging area first, followed by graduates with faculty coming last.** Follow the same person out as you followed in. The front row goes first, followed by row two, etc. (*refer to ceremony exit diagram*).
- When you reach the center aisle form two lines again. **You will now exit using the door on the west side** of the gym which will take you to the west side entrance into Mullins Hall.
- **Do not stop in the hallway but exit directly outside** to prevent congestion in the hallway. Before the ceremony, **remind your family and friends to meet you outside as well.**
- The reception will be held in the McMahon Student Center.

Questions? Stop and see Jannifer Johnson, A107 Administration Building or call 218-322-2400.

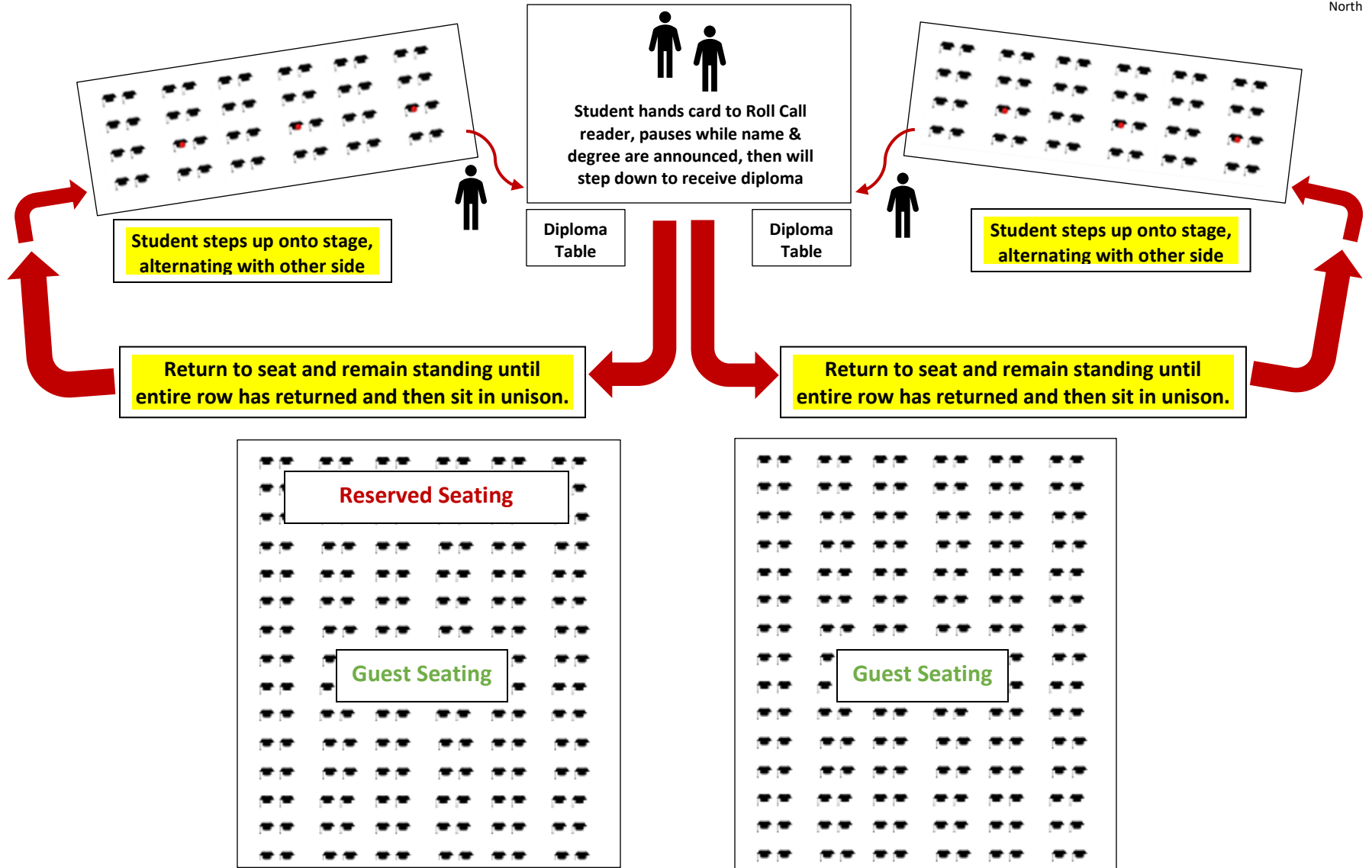
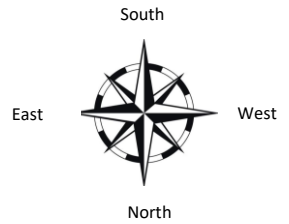
*Our Roll Call reader, Kelci Ahlstrom will be available when you check-in and receive your name card.*

*Please discuss the correct pronunciation of your name with her at this time.*

# ~Ceremony Entrance Diagram~



# ~Awarding of Diplomas~



- All students will rise as one row is called forward to proceed on stage to have their name and degree earned announced by the Roll Call reader. Students will alternate sides onto the stage.
- After your name and degree are announced, proceed down the steps to the Diploma Table.
- Once you have received your diploma packet and seedling return to your seat and remain standing until instructed to be seated. The next row will be called forward.

# ~Ceremony Exit Diagram~

