



DUNWOODY  
COLLEGE OF TECHNOLOGY

# COMMENCEMENT

## 2023–2024

### INSTRUCTIONS FOR STUDENTS

2023–2024 Spring Commencement  
Minneapolis Convention Center, Auditorium  
Tuesday, May 21, 2024 | 6:00 p.m.



# CONGRATULATIONS CLASS OF 2023–2024!

## LOCATION/TIME

- Date: Tuesday, May 21, 2024
- Location: Minneapolis Convention Center, Auditorium  
1301 Second Avenue South, Minneapolis, MN
- Time: 6:00 – 8:30 p.m.
  - Guests are cordially invited to attend commencement.  
The auditorium doors open at 5:00 p.m.

## REHEARSAL AND CHECK-IN TIME/LOCATION

- There is no rehearsal, but graduates must report to the graduate check-in room at 4:45 p.m.
  - Note: if you arrive later than 5:40 p.m. for check-in, you may not be able to walk in the ceremony, so please arrive on time.

## PARKING AND DRIVING DIRECTIONS

- Preferred parking ramp option:  
3rd Avenue Convention Center (600) ramp
  - For more information on parking and driving directions, visit [www.minneapolisconventioncenter.com](http://www.minneapolisconventioncenter.com)

## TICKETS/NUMBER OF GUESTS

- Tickets are not required, and there is no limit to the number of guests you may bring. Large groups of guests wishing to sit together should arrive early.
- Please note: graduates will have reserved seating and family and friends will not be permitted in the graduate area.
- Be aware that the auditorium doors will temporarily close to guests during the opening processional. Doors will reopen afterwards on a space-available basis.

## ACADEMIC ATTIRE

- Every candidate must wear a cap and gown to participate in Commencement. Formal footwear recommended, but keep in mind that you will be walking through the auditorium and up on to the stage during the ceremony.
- The tassel should hang on the right side of your cap.
- The cap is worn with the long point of the shell to the rear.
- The hood should be placed around your neck. (*Bachelor graduates*)
- Staff will be available to assist you in getting into your gown, cap, and hood.

## RULES OF BEHAVIOR, PERSONAL ITEMS, AND ALLOWABLE ITEMS

- No smoking, vaping, or alcoholic beverages allowed. Students who are under the influence will not be allowed to participate in the ceremony.
- Items that are disruptive will not be allowed.
- Cell phone ringers must be turned off, and only text messaging is allowed during the ceremony.
- No banners, signs, balloons, noisemakers, or any other items that block the view of guests may be carried into the auditorium.
- No facilities are available for storing purses or other personal items. Please leave these items with your guests. Neither the venue nor Dunwoody is responsible for items left unattended.

## SPECIAL ACCOMMODATIONS

- We strive to accommodate participants or guests with special needs (such as a hearing impairment). Wheelchair accessible seats are on a first-come, first-serve basis. Please contact the Registrar's Office at [registrar@dunwoody.edu](mailto:registrar@dunwoody.edu) or at 612.381.3360 to learn more.

## COMMENCEMENT VIDEO


- A video of Commencement will be posted to [youtube.com/DunwoodyCollege](https://youtube.com/DunwoodyCollege)

## CAMERAS

- Guests are welcome to bring cameras to Commencement. However, guests may only take pictures from their seats and should not disturb those around them. Only official photographers will be permitted in the graduates' area or in the area around the stage.

## GRADUATION PICTURES

- Professional photos will be taken during the ceremony. Proofs can be viewed and photos ordered via the GradImages website at: [www.gradimages.com](http://www.gradimages.com) or 800.424.3686. GradImages will also send proofs to your personal email.



Commencement is the recognition of your academic achievements and lasting contributions made to the College. You are invited to celebrate one of life's most significant milestones with your fellow classmates and family and friends who have supported you on your journey. You make us proud!

## COMMENCEMENT CEREMONY PROGRAM

- Commencement programs for guests will be available at the auditorium entrance. The program lists the degree, program, expected honors (if any), and awards (if any) of each candidate.
- Any honors and awards listed in the Commencement Program and announced at Commencement are considered unofficial. Your diploma/final transcript will reflect any official Academic Honors and Awards earned based on your final cumulative GPA and attendance. Official honors and awards may be different than expected honors and awards referred to during Commencement.

## DIPLOMAS/TRANSCRIPTS

- During the ceremony, you will be handed a diploma cover with a congratulatory letter. The degree conferral/verification process takes approximately 4-6 weeks before all degrees are conferred.
- Your diploma will be sent via first-class mail to the address currently listed on your student record.

## CHANGING YOUR MAILING ADDRESS

- To ensure that you continue to receive vital pieces of mail, update your address through your My.Dunwoody profile or simply email any updates to [registrar@dunwoody.edu](mailto:registrar@dunwoody.edu).

## ORDER OF CEREMONY

### 4:45 p.m. | Check-in

- All graduation candidates must report to the graduate check-in room beginning at 4:45 p.m.
- During check-in, you will be given a card listing your name, program, department, honors/awards, the phonetic pronunciation of your name, and seating number. You must hang on to this card. During President Wagner's speech, your honors/awards will be recognized. You will hand the name card to the dean or program director during the ceremony when you reach the stage entrance.

### 5:40 p.m. | Assembly

- We will begin lining up for commencement at 5:40 p.m. There will be signs in the room designating assembly areas for each group by department. Be sure you have your reading card – it is the only information the reader will have to assist with the pronunciation of your name.

### 6:00 p.m. | Commencement Ceremony Begins

#### Procession

- Once all graduation candidates are assembled by program and department, the procession will begin. The Board of Trustees will lead, followed by the keynote speaker, student speaker, Provost Office members, President's Cabinet members, academic program directors, faculty, faculty marshals and then all of the graduation candidates. Commencement team members will assist all of the groups during the ceremony.

#### Welcome

- Everyone will stand for the welcome. Graduation candidates are to remain standing until the platform party is seated on the stage. President Wagner and Dunwoody representatives will take their places to present and accept the graduating class of 2023–2024 for the conferral of degrees. After the conferral, you are to be seated until you are called forward.

#### Ceremony Procedures

- In recognition of your high achievements, President Wagner will ask the recipients of honors/awards to stand. Please stand if you have honors/awards listed on your name card.
- Graduation candidates will be directed to the stage by commencement team members. You will walk to the stage and present the name card, face up, to the reader. After your name is announced, you will walk to center stage where President Wagner will present you with your diploma cover. A photo will be taken as you accept your diploma from the President. After you receive your diploma cover, proceed to the stairs at the front of the stage and return to your seat.

#### Recessional

- After all of the degrees have been conferred, President Wagner will make a few closing remarks and the recessional music will begin. Commencement team members will help assist you in exiting the auditorium.

**DUNWOODY**  
COLLEGE OF TECHNOLOGY

Registrar's Office | 818 Dunwoody Blvd, Minneapolis, MN 55403  
[registrar@dunwoody.edu](mailto:registrar@dunwoody.edu) | 612.381.3360