

MONTANA STATE UNIVERSITY-BILLINGS

ADMISSIONS AND RECORDS

2009 MSU-BILLINGS COMMENCEMENT PROCEDURES

Below are instructions for your participation in the 2009 MSU-Billings Commencement Ceremony:

TIME AND PLACE: 10:00 a.m., Saturday, May 2, 2009, at MetraPark. Please plan to be at MetraPark by 9:00 a.m., on Saturday, May 2, 2009, to line up for the processional. The march will begin promptly at 10:00 a.m.

NAME CARD: A name card will be attached to your cap and gown when purchased. Card must be prepared and handed to the "Reader of Names" on the stage. Cards will also be available at Metra. Please print your name clearly.

MARCHING ORDER: Each college will be identified by a different colored ribbon that will be taped to the floor in the Exhibit Hall. You will line up by college and the degrees will be conferred in the following order:

- **Blue & White** – College of Technology
(Associate of Applied Science, Associate Degrees, Certificates)
- **White** – College of Arts & Sciences
(Associate Degrees, Bachelor Degrees)
- **Tan** - College of Business
(Bachelor Degrees)
- **Blue** - College of Education
(Associate Degrees, Bachelor Degrees)
- **Green** - College of Allied Health Professions
(Bachelor Degrees)
- **Gold** - Master's Degree Candidates (All Colleges)

Line up over the colored ribbon of your college and proceed to place yourself in the proper alphabetical order by doing the following:

As you line up, check your name with the person's last name that is in front of you. If your name comes before his/her alphabetically, exchange places. Continue to check names until you can no longer exchange places with the person in front of you. (A coordinator for each college will assist in lining up the students in the proper order.)

Once you have found your proper place in line, please remain there so that others may also locate their proper place in line. **The procession will begin promptly at 10:00 a.m.**

After the procession to the main floor, everyone will remain standing. The men will remove their caps for the invocation, the National Anthem, and the benediction.

When the Dean of your respective college confers your degree, all graduates of that particular college will stand. Graduate students will have your degrees conferred by the Director of Graduate Studies. When called forward to receive your diploma, the first row will remain standing. All others will be seated until the row coordinator indicates when you should proceed to the stage area. After returning to your seat, please sit down to avoid obstructing the view of the person behind you. The recession will be similar to the procession. Maintain the order of the march and take your time.

All master's candidates will wear their hoods at the processional and throughout the commencement exercise. Please arrange to get the hood through the Book Depot.

(over)

PLEASE NOTE THESE ADDITIONAL DETAILS

Diplomas will be mailed at the end of the next semester (ie: May graduates will receive diplomas at the end of August, August graduates will receive diplomas at the end of December, December graduates will receive diplomas at the end of May). You will receive only a diploma cover during the Commencement Exercise.

ATTENDANCE

If you have indicated on your graduation application you will be attending commencement and circumstances prevent you from attending, please inform the Admissions and Records office 406-657-2158.

GOWNS (APPAREL)

The MSU-Billings Book Depot staff will be available at the MetraPark for last minute changes.

PARKING

Parking is available either through Main Street entrance (next to Champion Auto) to the upper level parking lot or through the lower entrance off of 4th Avenue to the lower parking lot. Suggest to relatives and friends that they allow enough time to park, walk to the MetraPark and be seated by 9:45 a.m. Use the main entrance (lower level) to MetraPark to let off passengers and avoid the upper parking stairs. There are limited numbers of spaces available directly in front of the main entrance to MetraPark for handicapped parking.

RECEPTION

All graduates and their guest are invited to a reception and barbeque luncheon on the university campus immediately following the Commencement Ceremony.

PHOTOGRAPHS

Every graduate will be photographed by a professional photographer both at the moment of receiving the diploma and also on the ramp exiting the stage. A color proof will be mailed or emailed to the student with addresses provided on the reader card or application within 1-2 weeks. Graduates are under no obligation to purchase photos. You can view your photo at the following website: www.jolesch.com. Should family members wish to take pictures, they may do so during or after the Commencement exercise.

TASSELS

Tradition indicates that the tassel is worn on the left side of the mortar board (cap) after degree has been conferred.

(1) White – College of Arts & Sciences **(2) Tan** – College of Business **(3) Blue** – College of Education **(4) Green** – College of Allied Health Professions **(5) Blue & White** – College of Technology **(6) Gold** – Master's Degree Candidates

HONOR CORDS

Gold Honor Cords Distinguishing **GRADUATING SENIORS** with a grade point average of 4.00, signifying “Summa Cum Laude.”

Gold and Silver Honor Cords Distinguishing **GRADUATING SENIORS** with a grade point average between 3.75 and 3.99, signifying “Magna Cum Laude.”

Silver Honor Cords Distinguishing **GRADUATING SENIORS** with a grade point average between 3.50 and 3.74, signifying “Cum Laude.”

Blue and White Honor Cords Distinguishing two year degrees and certificates with a grade point average between 3.50 and 3.74 (Honors), 3.75 to 4.00 (High Honors).

Montana State University-Billings is an Equal Opportunity/
Affirmative Action/ADA institution.

Any student and/or person with disabilities concerned about accessibility
And/or accommodation issues should contact Disability Support Services-
Academic Support Center, Room 10, (406) 657-2283 (Voice/TTY).