2010 Student Guide to Graduation

www.umcrookston.edu

The University of Minnesota is an equal opportunity educator and employer.
For information on all aspects of University of Minnesota, Crookston commencement ceremonies, including dates, sites, speakers, apparel, and guidelines for participating in or attending these events, visit our Web site at:

www.umcrookston.edu/events/Commencement

U of M, Crookston’s 2010 Almost Alumni handbook is a resource for seniors to guide them through graduation and also a tool for recent graduates, highlighting services available to our alumni. Printed copies are available during Grad Fest, at the Registrar’s Office, or the Office of Development & Alumni Relations.

www.umcrookston.edu/alumni

Almost Alumni
2010 Student Guide to Graduation

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Greetings from the Chancellor

Dear Graduate,

Congratulations on your graduation from the University of Minnesota, Crookston.

The diligence and perseverance that have brought you to this point will serve you well as you embark on the next stage of your life. I hope the new ideas, new skills, and new ways of looking at the world you have learned through your studies have prepared you to realize your most cherished dreams.

On behalf of the entire University community, I congratulate you on achieving this important milestone in your life and offer you my best wishes for the future.

Sincerely,

Charles H. Casey, D.V.M.
Chancellor

Welcome to the Alumni Association

Congratulations, graduates! It is my privilege to welcome each of you as new members of the U of M, Crookston Alumni Association. As alumni, you will be receiving the Torch magazine which will keep you current on happenings at the University of Minnesota, Crookston as well as friends, professors, athletics, events, and more. You’ll also receive e-updates via e-mail. I encourage all alumni to stay involved and support your alma mater!

Stay in touch and feel free to contact me anytime.

Sincerely,

Corby Kemmer
Director of Development & Alumni Relations

Getting Ready to Graduate

Graduation Requirements

1. To be eligible for a University of Minnesota undergraduate degree, a student must present at least 30 semester credits awarded by the University of Minnesota campus from which he or she is seeking to graduate.
2. Students must complete at least half of upper division course work on the campus from which they are seeking to graduate.
3. At least 15 credits of the last 30 credits earned prior to the awarding of a University degree must be awarded by the University of Minnesota campus from which a student is seeking to graduate.
4. For students who seek an academic minor, to be eligible for record of a minor on the University of Minnesota transcript, students must take at least three (3) upper division credits in the minor field at the campus from which they will receive their degree.

To qualify for the associate in applied science or the associate in science degree, the candidate must complete a minimum of 64 credits with a GPA of 2.00 (C). To qualify for the bachelor of science degree, the candidate must complete a minimum of 120 credits with a minimum GPA of 2.00 (C). The faculty reserve the right to change requirements for the various curricula. However, the credits required for the degree will not exceed the total specified at the time the student enrolled.

Graduation Procedure

Degree candidates must complete an electronic application for degree (onestop.umcrookston.edu/registration/graduation_requirements.htm) by the end of the second week of the term/semester in which degree requirements will be met.
Honors

Candidates for the associate or bachelor’s degree who earn a 3.75 GPA graduate with distinction; those with a 3.90 GPA graduate with high distinction. The honor is recorded on the student’s academic record and diploma.

Diplomas

A University of Minnesota diploma indicates a student’s name (as submitted on the eDegree Application), the degree earned, and any honors earned. A University of Minnesota diploma does not indicate a student’s major; majors are indicated on the transcript only. Diplomas are mailed approximately two months after graduation. If you have not received your diploma after two months, please contact the Registrar’s Office at 218-281-8547. NOTE: It is your responsibility to review your record for holds. Any student who has an outstanding financial debt to the University will not be allowed to graduate until the debt has been cleared. When you satisfy your financial obligation to the University, and your holds are released, notify the Registrar’s Office.

Transcripts and Directory Suppression

If you are in need of a transcript reflecting your degree, you may request that a transcript be sent once the degree is recorded. If you have requested full directory suppression, please be aware that your name will not appear in the commencement program nor will it be released to newspapers. Also, we will not be able to confirm your degree to employers or others without your specific request in writing. If you have questions or concerns regarding this policy, please call the Registrar’s Office at 218-281-8547.

Graduation Checklist
Are You Ready to Graduate?

☐ Meet with your advisor to make sure your program requirements are met.
☐ Any “Incomplete” grades must be resolved.
☐ Apply for graduation. (onestop.umcrookston.edu/registration/graduation_requirements.htm)

☐ Attend Grad Fest, April 7, 2010.
  • Purchase cap and gown
  • Purchase graduation announcements/diploma frames
  • Check graduation status
  • Receive student financial aid exit information
  • Receive information on computer gifting
  • Meet with U of M, Crookston alumni office representative
  • Career Services registration

☐ Complete exit loan counseling before you graduate or leave if you have ever received a federal student loan.

☐ To ensure that you receive your diploma, please make sure your permanent address is correct on your eDegree Application.

☐ Keep in touch with other University alumni through the UMC Alumni Association at www.umcrookston.edu/alumni.
Commencement Regalia

Academic apparel is a commencement tradition at the University of Minnesota. The Bookstore is your official campus graduation source; visit www.bookstores.umn.edu/crookston/grad.htm. All candidates for graduation are responsible for securing the following items:

Candidates for associate degrees wear:
- the silver associate gown
- the traditional mortarboard cap
- the appropriate tassel color

Candidates for bachelor’s degrees wear:
- the black bachelor gown
- the traditional mortarboard cap
- the appropriate tassel color

In keeping with the guidelines outlined in the internationally accepted Academic Costume Code, nothing else should be worn on the academic gown. For further information about academic regalia, go to www.umcrookston.edu/events/Commencement/symbols/academiccostume.htm.

Tassels. Undergraduate candidates wear the tassel on the right side of the cap.

Associate degree tassel colors:
- Agriculture .................................................. Maize
- Business ...................................................... Drab
- Math, Science & Technology .......................... Yellow Gold

Bachelor degree tassel colors:
- Agriculture .................................................. Maize
- Arts, Humanities & Social Sciences ................. White
- Business ...................................................... Drab
- Math, Science & Technology .......................... Yellow Gold
- Natural Resources ......................................... Maize

Honor Medals. Official University of Minnesota honor medals denoting graduation with Distinction and High Distinction, distributed through the Registrar’s Office, are the only enhancements to the traditional regalia that have been approved by the University for commencement ceremonies.
Your Graduation Day

Commencement is scheduled for Saturday, May 8, 2010, at 2 p.m., in Lysaker Gymnasium, Sports Center. A reception honoring the graduates will be held before the commencement ceremony from 11 a.m. to 1 p.m. in the Northern Lights Lounge in the Sargeant Student Center. All friends and family are invited to the reception and ceremony.

Commencement is a ceremonial event which includes the wearing of the traditional academic cap and gown by graduates and faculty. The cap is to be worn with the top parallel to the floor. The tassel is worn over the right temple until the degrees are conferred. No decorations should appear on the cap or gown. Honor medals denoting graduation with Distinction and High Distinction are the only adornments allowed. All students who participate in commencement are expected to dress in a manner that is in keeping with the occasion (no tennis shoes, shorts, etc.). Anyone under the influence of alcohol or other drugs will be asked to leave and will not be allowed to participate in the ceremonies.

Candidates will march and stand a good part of the time; thus, low-heeled, comfortable dress shoes are recommended. Since there are no secure areas to leave personal belongings, it is recommended that jackets, purses and other personal items be left with family members.

The Assembly Process

Degree candidates should report to the Eagle’s Nest in the Sahlstrom Conference Center (in case of rain, report directly to the Sports Center) at 1 p.m. on Saturday, May 8, where you will receive an index card from the student marshal. This index card will include your name (write phonetic spelling on card), along with a number in the lower right hand corner. The number on the card represents your place in the procession. Do not lose this card. As you cross the stage during the ceremony, you will hand your name card to the reader at the top of the stairs who will announce your name.

Degree candidates will line up in front of the Bookstore in the hallway toward the Eagle’s Nest. After you are lined up, please await the direction of the marshals to join the procession. Since the time is limited and the procession must start moving by 1:55 p.m., it is important that you arrive early.

The procession will be formed in ranks of two in the following order: Faculty; Associate Degree Candidates; Baccalaureate Degree Candidates; Platform Guests.

The Order of Events

The order of the general commencement ceremony is:

- Prelude
- Processional
- National Anthem
- Welcome from Chancellor Charles H. Casey
- Greetings from University Board of Regents
- Commencement Address
- Presentation of Candidates
- Conferring of Degrees
- Congratulatory Remarks from Alumni Association
- Speaking for the Class
- Passing the Torch
- Singing of Hail! Minnesota
- Recessional
These events are open to the public and no tickets are required. There is no limit to the number of guests that each graduate may have. The doors will open at approximately 1 p.m.

After the Ceremony

For the recessional, please follow the student marshal out the north door of the building. Your families may join you outside, where it is a tradition for faculty to line up along the sidewalk to congratulate graduates.

The Ceremony—Conferring of Degrees

A diploma folder is presented to each candidate participating in the ceremony. Official diplomas are mailed to the address you provided approximately two months after commencement.

Instructions for Receiving Your Diploma

As you march to the stage to receive your diploma, hand your name card (which you received from the student marshal before the ceremony) to the reader at the top of the stairs. One-by-one as your name is being read, proceed slowly across the stage to receive your diploma. After receiving the diploma, all candidates will return via the middle aisle to the same row they were originally seated in. Be seated. After all degrees have been conferred, it will be announced that the graduates may move their tassel from the right to the left side of their cap.
**Items to Remember**

1. Degree candidates must remain standing until after the National Anthem.
2. Male degree candidates must remove caps for the National Anthem. Watch the platform guests to see when to remove your cap and when to put it on again.
3. All degree candidates will receive a name card from the student marshal before the ceremony which will be handed to the reader (on stage) when you go to receive your diploma. Do not walk across the stage until your name has been read.
4. For the recessional, follow the student marshal out the north door of the gym.
5. Graduates or friends and family members of graduates who have questions related to disability accommodations for commencement are asked to contact Laurie Wilson in the Office for Students with Disabilities. The U of M, Crookston generally has ten accessible parking spaces available in the vicinity of Lysaker; ample floor space for wheelchairs, scooters, and walkers; opens the doors to the gymnasium at 1 p.m. in time to accommodate preferential seating needs; and has secured an ASL Interpreter for persons who are deaf or hard of hearing. If your concerns are not addressed with these accommodations, please e-mail (lwilson2@umn.edu) or call 218-281-8587.

**General Information**

**Disability Accommodations and Accessible Seating for Candidates and Guests.** Please contact disability services at 218-281-8587 at least two weeks prior to the ceremony to request the program in alternate format or other accommodations.

**Parking for Graduates and Guests.** Commencement parking is free. Ample parking is available in Lot A, near Sargeant Student Center; Lot G, behind Kiehle Building and the Library; Lot C, Lysaker Gymnasium; or around the Campus Mall.

**Guest Seating.** Guest seating areas are located in the bleachers on both sides of the gymnasium and in chairs on the floor behind the faculty and degree candidates. Guest seating areas will be open 60 minutes before the start of the ceremony.

**Commencement Etiquette.** University commencement ceremonies are special events for all involved. If you choose to participate, graduates are expected to remain for the entire ceremony.

**Electronic Devices.** As a courtesy to those around you and to our graduating students, turn off pagers and cellular phones during the ceremony. We also ask that you refrain from using noisemakers.

**Degree Information.** Expect the University to mail you your diploma about two months after you complete your degree requirements, unless you have a hold which prevents them from doing so. Check for holds on your record at onestop. umcrookston.edu/registration/clear_holds.htm. Notify the Registrar’s Office (contact information below) when you clear a hold in order to receive your diploma.

Val Uttermark
vutterma@umn.edu
218-281-8547
Office of the Registrar
University of Minnesota, Crookston
2900 University Avenue
Crookston, MN 56716-5001

A University of Minnesota diploma indicates a student’s name (as submitted on the eDegree Application), the degree earned and any honors earned. A University of Minnesota diploma does not indicate a student’s major; majors are indicated on the transcript only.
U of M, Crookston Bookstore

Academic apparel is a commencement tradition at the University of Minnesota. The University of Minnesota Bookstore is your official campus graduation source to help you celebrate your graduation in style.

**Associate Degree Academic Apparel.** Candidates for associate degrees wear the silver associate gown, the traditional mortarboard cap and the appropriate tassel color. Associate candidates may purchase caps and gowns at the UMC Bookstore in the Sargeant Student Center, or online. Visit www.bookstores.umn.edu/crookston/aa.html for more information.

**Bachelor’s Degree Academic Apparel.** Candidates for bachelor’s degrees wear the black bachelor gown, the traditional mortarboard cap and the appropriate tassel color. (See page 7 for information on tassel color.) Bachelor’s candidates may purchase caps and gowns at the UMC Bookstore in the Sargeant Student Center, or online. Visit www.bookstores.umn.edu/crookston/ba.html for more information.

**Graduation Announcements.** Personalized graduation announcements may be ordered online at orders.nrpgrad.com. Contact the Bookstore with questions or for more information.

**Diploma Frames.** Hardwood frames with a variety of unique features and sizes are available to showcase your diploma in style. Visit www.bookstore.umn.edu for the complete collection.

**College Rings.** Celebrate your achievement with a hand-crafted University of Minnesota college ring—where tradition meets today. Visit www.bookstores.umn.edu/crookston/rings.htm for more information.

**Free Alumni E-mail Account.** Your e-mail inbox will remain active for a minimum of three semesters after the last term in which you were registered. During this time, the University will use your e-mail address for official communications to you, so you should check your e-mail regularly or have it forwarded to an address which you actively monitor.

Your inbox MAY remain active for up to five years after your last registration. To keep it active after the initial three-semester period outlined above, you must access it at least once every six months. If your account lapses, you will have the option to pay to reopen it. Note that if you set forwarding, it will remain in effect for two semesters even if you don’t have an active inbox.

Contact Us. U of M, Crookston Bookstore, 125 Sargeant Student Center, 2900 University Avenue, Crookston, MN 56716; phone 218-281-8335; e-mail buttx005@umn.edu.

www.bookstores.umn.edu/crookston

Contact Us. U of M, Crookston Bookstore, 125 Sargeant Student Center, 2900 University Avenue, Crookston, MN 56716; phone 218-281-8335; e-mail buttx005@umn.edu.

www.bookstores.umn.edu/crookston
The following services are offered to U of M, Crookston graduates:

- Networking contacts through the UMC online directory
- Job listings on the Career Services Web page
- Access to employer links
- Access to UMC’s Virtual Career Center, open 24/7 with information and resources on the process of searching for a job and managing a career

Register with Career Services. You’ll have access to resources and support at no cost including:

- Professional development workshops
- Online Webinars at www.umcrookston.edu/ccs
- Interview Stream at www.umcrookston.edu/ccs
- Post your resume
- UMC’s distance learning opportunities
- Online job fair information
- Job interviews
- Career advising
- University of Minnesota system-wide employment opportunities through the GoldPASS System

Alumni Online Career Services
Career Services empowers you with the tools, resources and services, in cooperation with UMC’s Alumni Association, to manage your career growth and potential.

Expanded Access to UMC Career Services for UMC Alumni Members. Register for Career Services at: www.umcrookston.edu/ccs/career/GoldPASS.htm to enhance your job search and career management activities throughout your career.

Alumni are welcome to visit the Career Services Office at Suite 245 in the Sargeant Student Center from 8 a.m. to 5:30 p.m. Monday through Friday. We look forward to seeing you! Contact us at 218-281-8586 or 281-8585 or at www.umcrookston.edu/ccs.

Join our U of M, Crookston Alumni Career Network. Access the registration form at: www.umcrookston.edu/ccs/career/alumniHome.htm. Click on alumni registration form, complete, and send to Career Services; 245 Sargeant Student Center, University of Minnesota, Crookston; 2900 University Avenue; Crookston, MN 56716.
The U of M, Crookston Alumni Association

The mission of the University of Minnesota, Crookston Alumni Association is to visibly promote and support the U of M, Crookston through communication, outreach, and recognition while building lifelong connections and preserving our legacy.

Congratulations on earning your degree from the University of Minnesota. You have a great future ahead of you! We hope that future includes staying in touch with your alma mater and all the friends and colleagues you met during your time on campus. You can also make an impact by telling others about your U of M, Crookston experience. Join the University of Minnesota, Crookston Alumni group on Facebook (www.facebook.com).

www.umcrookston.edu/alumni
Surf the Alumni Association Web site for all the latest news and events. Check out the recent edition of the alumni magazine, nominate outstanding alumni, and much more. Stay connected no matter where you are.

Torch Magazine. The Torch is a magazine for alumni and friends of the University of Minnesota, Crookston. The magazine will keep you current on happenings as well as updates on friends, professors, athletics, events, and more. The Torch is mailed three times a year, free of charge. Keep in touch, share your career and family announcements. Simply fill out the form at www.umcrookston.edu/alumni/keepintouch.html and watch for your news in the Torch.

Homecoming. Homecoming is all about alumni. The games, the dinners and socials—it’s all for you. Homecoming 2010 will be held September 24-25. Plan now to attend the Athletic Hall of Fame and Outstanding Alumni Banquet, ride the UMCAA float in the homecoming parade, attend the pre-game tailgate event hosted by Teambacker, cheer on the Golden Eagles football team and attend the post-game social. It’s a great opportunity to renew friendships and remember fun times.

Invest in the University of Minnesota, Crookston. Small Campus. Big Degree. As time goes by, we know you’ll look back on your alma mater with pride and nostalgia. We hope you’ll help keep UMC flourishing for generations to come. The Office of Development & Alumni Relations, in conjunction with the University of Minnesota Foundation, has countless opportunities for you to show your support for student scholarships, faculty support, ongoing college and program support.

Giving Online. There are many ways to plan your gift to the University; it just depends on your goals for giving. Giving online is easy, secure, and more convenient than ever. Give online today at www.umcrookston.edu/alumni/giving.html.

Preserve History, Build a Lasting Tribute. The bricks in the Centennial Park Memorial Wall, located on the Campus Mall, recognize alumni, faculty, staff, and other significant persons and events. The price of an inscribed brick is $150, but students can purchase a brick at the reduced price of $100 for one year from the time of their graduation. Contact the alumni office to order a brick inscribed with your name, or a person you wish to recognize. Leave your mark!
Other Ways of Giving. Other ways of giving include donations to Teambackers and the University of Minnesota Foundation. After you leave the U of M, Crookston, you can still support its athletic programs as alumni.

Stay connected by joining Teambackers and/or by attending games. The greatest benefit of your Teambacker membership is the satisfaction and pride you will receive in providing the opportunity for our student athletes to have an exciting and successful experience at the U of M, Crookston.

For more information about Teambackers, visit www.goldeneaglesports.com/teambackers.

The University of Minnesota Foundation was established in 1962 by 21 alumni and friends. The Foundation advances the University’s mission of teaching, research and outreach to the community by raising and managing private dollars for scholarships, world-class faculty, leading-edge research, new facilities, and academic programs on all four campuses of the University of Minnesota.

To learn how your gift or pledge can meet your needs as well as benefit the U of M, Crookston, contact us today:

University of Minnesota, Crookston
115A Kiehle Building
2900 University Avenue
Crookston, MN 56716-5001
800-862-6466 or 218-281-8434
Fax: 218-281-8440
www.UMCrookston.edu/alumni

Corby Kemmer, Director of Development & Alumni Relations
218-281-8434 ckemmer@umn.edu
Bill Tyrrell, Director of Athletic Fundraising
218-281-8436 btyrrell@umn.edu
Rose Ulseth, 218-281-8439 rulseth@umn.edu
Sue Dwyer, 218-281-8401 sdwyer@umn.edu

Your College Connection

The departments, faculty, and staff of the U of M, Crookston invite you to attend local and regional events and stay connected by visiting www.umcrookston.edu/umcnews for up-to-date event calendars, announcements, and headlines.

Campus Department Directory:
www.umcrookston.edu/campusdirectory.html
800-862-6466

Academic Affairs: 218-281-8341
Admissions: 218-281-8569
www.umcrookston.edu/admissions
Agriculture & Natural Resources Department:
218-281-8101
www.umcrookston.edu/academics/agri
Alumni Relations—UMC/NWSA: 218-281-8439, 281-8434
www.umcrookston.edu/alumni
Arts, Humanities & Social Sciences Department: 218-281-8256
www.umcrookston.edu/academics/AHSS
Athletics: 218-281-8414, 281-8422
www.goldeneaglesports.com
Bookstore: 218-281-8335
www.bookstores.umn.edu/crookston
Bus Department: 218-281-8176
www.umcrookston.edu/academics/bus
Business Office: 218-281-8331
onestop.umcrookston.edu/tuition_billing/office.htm
Career and Counseling Department: 218-281-8586
www.umcrookston.edu/ccs
Center for Adult Learning: 218-281-8681
www.umcrookston.edu/cal
Commencement Photos
A professional photographer has been contracted to take individual photos of graduates before and during the May 2010 commencement ceremony. All graduates are encouraged to have an optional posed photograph taken in Sahlstrom Conference Center prior to the commencement ceremony in Lysaker Gymnasium. The photographer will also take a photo of each candidate as he or she receives the diploma folder from the Chancellor at the ceremony. A few weeks after the ceremony, a proof of these photos and an order form will be mailed to each graduate. At that time, you may order photos from the photographer. Please note: audience members should avoid crowding the stage or aisle ways throughout the ceremony.

Other photos taken during the 2010 commencement ceremony by University Relations will be posted after the event in an online photo album. Visit the site often to remember your academic achievements and relive the celebration. The album and link to the professional photos can be viewed at: www.umcrookston.edu/photogallery/commencement/2010/index.html.

Web Media Streaming
The 2010 commencement ceremony will be streamed live for those who cannot attend. Information can be found at www.umcrookston.edu/people/services/MediaServ/Stream.htm.
Almost Alumni

Notes

Graduation Planner
Helping students to choose, plan, and succeed

Launched in August 2007, Graduation Planner is a dynamic Web-based interactive planning tool for University of Minnesota students and their advisers on all campuses. Use Graduation Planner to:

- Explore the requirements for majors and minors
- Discover what courses you need to take and when you should take them
- Work with your adviser to stay on track; advisers can view and comment on the plans of their advisees

Check it out at onestop2.umn.edu/gradplanner/home.jsp.

Small Campus. Big Degree. — Campus Profile

Today the University of Minnesota, Crookston delivers more than 25 applied-science undergraduate degree programs and 50 concentrations, including several online degrees, in agriculture; arts, humanities, and social sciences; business; math, science, and technology; and natural resources. A coordinate campus of the University of Minnesota, the Crookston campus offers prestigious U of M degrees in an affordable, close-knit campus setting. Students use top-level technology, have access to system-wide resources, and take an active role in unique, career-oriented learning and research.

As a four-year, public university with an enrollment of over 1,200 degree-seeking students, the Crookston campus proudly carries on a 100-year tradition of educational service to northwestern Minnesota. Since its establishment as an institution of higher learning in 1965 and its transition to offering baccalaureate degree programs in 1993, the campus equips all students and faculty with laptop computers, provides individual attention that leads to success, and offers a hands-on approach that puts students ahead of the competition.

The U of M, Crookston is a transfer-friendly, fully accredited university focused on teaching, research, and outreach. Our land-grant charge dates back to 1905 when the campus was home to the Northwest School of Agriculture, a residential high school established as part of the University of Minnesota research farm on land donated by railroad magnate James J. Hill.

For more information, visit www.umcrookston.edu. The University of Minnesota, Crookston—Small Campus. Big Degree.