South Dakota School of Mines and Technology
Fall Commencement 2013

PRIOR TO COMMENCEMENT

Commencement Regalia:
You should have already made arrangements to obtain your required rental order for your cap and gown through Mines Bookstore. ***Gowns used in previous SDSM&T commencements will NOT match the nicer required rental gowns and cannot be worn at commencement.*** The switch to rental gowns was made to make the University more environmentally friendly and to save graduates money on their regalia. You may also order announcements and diploma frames from the bookstore.

ADA Accommodations:
It is imperative that you let the Dean of Students Office know if you or any of your guests require ADA accommodations by Friday, December 6, 2013. Handicap accessible seating is always available to guests in the theatre.

Publicizing Your Accomplishments:
We need your explicit permission to submit press releases regarding, graduation honors, Dean's List designation, Honors Convocation awards, and scholarships. If you have not already done so, please access the "Student Information Disclosure Options" on WebAdvisor and select the option you prefer regarding release of information.

Commencement Etiquette:
Out of courtesy to others, please ask guests to refrain from bringing noise making instruments to commencement.

COMMENCEMENT

- SATURDAY, DECEMBER 21, 2013, RUSHMORE PLAZA CIVIC CENTER THEATRE, 444 N. Mt. Rushmore Road.
- ALL GRADUATING SENIORS SHOULD **ARRIVE BY 8:00 AM AND BE IN LINE BY 8:30 AM** AT THE AREA INDICATED ON THE ATTACHED DIAGRAM OF THE LAY-OUT IN THE CIVIC CENTER.
- At **9:00 am** we will proceed to the theatre floor in a single file according to the order in which you will receive your diploma as listed in the program. Graduating students (A.A., B.S., M.S., and Ph.D.) will be seated as shown in the diagram. You will be directed to the stage at the appropriate time by an usher, one row at a time.
- Your mortar board should be worn flat on your head, with the tassel on the right-hand side for associate and bachelor degree candidates. It will not be necessary to change your tassel as you go across the stage to receive your diploma cover; the President will instruct you to do so once you have received your diploma cover and all graduates have returned to their seats. Masters and Ph.D. students' tassels are always on the left-hand side. Men should remove their caps for the presentation and removal of the flags.
- There will be an area designated from which to have family and friends take a picture as you receive your diploma. Diplomas will be distributed by department in the order listed in the program. Please have your picture-taking friends and relatives minimize the amount of congestion in this area.

FINAL CHECK-OUT RESPONSIBILITIES

- All graduating students are responsible for completing the following steps prior to leaving the campus. Individual final transcripts and diplomas are held until all obligations are met.
- All keys that you have checked out for access to any building or room must be returned to Facilities Services. If you live in the residence halls, you must return residence hall keys to the Office of Residence Life.
- All library books must be returned.
- Any equipment, books, or other materials which you may have borrowed from a department must be returned.

- Return tablet computer and accessories to Tablet Central no later than December 19, 2013 unless other arrangements have been made with Bradley O'Brien (bradley.obrien@sdsmt.edu or call 394-2215).

- Any unpaid bills due to the business office, or any other department, must be paid in full.

- The SDSM&T email account was set up for your use while you are a student at SDSM&T and will be discontinued several months after your departure. Email contact information that may extend into your post-graduation activities outside of this institution will be affected. Therefore, we advise you to establish a non-Mines account as soon as possible.

- Students who may fail a course, fall short on credit hours, or receive an "I" or "IP" grade will not receive their diplomas until such time as the academic problems or deficiencies have been fulfilled.

AFTER COMMENCEMENT

- Mines Bookstore staff members will be on-site at the Rushmore Plaza Civic Center to check-in your regalia rental return. Bachelor and master candidates will need to return the gown only. Ph.D. candidates will need to return the gown as well as the Ph.D. hood.

- M-Hill is accessible by foot in order for you to take your family members to see your name on the commencement plaque.

CAREER AND PROFESSIONAL DEVELOPMENT CENTER

If you have not already notified the Career and Professional Development Center of your post-commencement plans, please complete the enclosed Placement Information form and return it to the Career and Professional Development Center. If you are still seeking employment in your field, the Career and Professional Development Center is willing to help you in your job search.

PHOTOS

Lifetouch Photography will be providing photography services to the graduates. Enclosed please find a flyer with details. Photos will be online at www.events.lifetouch.com ten days after the ceremony and proofs will be mailed to you one week following the ceremony.

ALUMNI

Please stop by the Alumni Office in Surbeck Center to drop off your blue alumni information sheet, with as complete information as possible. We urge you to maintain regular contact with the Alumni Office as you graduate and move on to your job assignment, graduate school, or military assignment.

STUDENT ASSOCIATION – Message from Mike Leopold, S.A. President

Those who were here before us (alumni and friends) helped make our college education and experiences possible. We've benefited from the time, talents, and generosity of others. Now it's our turn!

It's also important to maintain and enhance the relationship between the outside world (your company, your high school) and SDSM&T. Please remain active in social and professional networking with fellow alumni through the Alumni Association, as well as giving back financially to the students and the campus through the SDSM&T Foundation.

As the School of Mines newest alumni, please mark your calendars for a "0" year reunion celebration, December 6, 2013 from 5:00pm to 7:00pm. The location is still to be determined, but will be at a fun downtown location.

You are now a part of our legacy of excellence but please continue to help. Best of luck, and thank you for giving back!