

South Dakota School of Mines & Technology

Fall Commencement 2019

PRIOR TO COMMENCEMENT

Commencement Regalia:

If you have not already done so, you must place your required regalia rental order with the Rocker Shop immediately! You may stop by the store to do so or you can use this link:

<https://sdmines.sdsmt.edu/order-regalia>

Rental price for AA and BS graduates for December 2019 is \$34.99 + tax. An event to pick up your cap and gown will be held Tuesday, December 3rd (see below). Rental regalia must be picked up no later than December 13, 2019 at 4:30 p.m. You may also order announcements and diploma frames from the Rocker Shop.

Disability Accommodations:

If you require disability accommodations, it is imperative that you let the Dean of Students Office know by December 6, 2019. Handicap accessible seating is always available to guests in the Civic Center Theatre.

President's Cap and Gown Event:

In your honor, please plan to pick up your cap and gown on Tuesday, December 3rd, between 11:00 am and 1:00 pm in the Ballroom located in Surbeck. President Rankin and other university leaders will be there to congratulate you. Refreshments will be served and there will be door prizes.

Alumni Open House:

TBD

Commencement Etiquette:

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

COMMENCEMENT

- SATURDAY, December 14, 2019, 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 in a single file line according to the order in which you will receive your diploma as listed in the program. Please note, if you are receiving two degrees you should line up in the major that appears first in the program alphabetically. 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.
- The area directly in front of the stage will be designated for family and friends to 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.
- Please do not leave your rental regalia in the backstage area. The Rocker Shop (Mines Bookstore) will have a booth set up at the theatre entrance to check-in your regalia rental, so you can return immediately after the ceremony. Bachelor's and master's degree candidates will need to return the gown only. Ph.D. candidates will need to return the gown as well as the Ph.D. hood.
- 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

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 and rental 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 Friday, December 20, 2019 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 set up for your use while you are a student at SD Mines 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.

OTHER INFORMATION

M-Hill is accessible (conditions permitting) by foot in order for you to take your family members to see your name on the commencement plaque. Please note that only the names of the graduating bachelor degree students are printed on the plaque.

CLASS GIFT 2019

The 2019 class gift is a swing pergola. Additional information is available on the website at: <http://www.sdsmt.edu/ClassGift/>. Contributions can be made on-line <https://foundation.sdsmt.edu/senior-gift>.

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 Placement Information Form found on the graduation information page of the website 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.