GRADUATION ETIQUETTE

CAP AND GOWN:
1. Caps and gowns are black. Wear complementary colors under your gown as there is a slight “V” neckline in the gowns and a portion of your shirt will show. Also, the bottom of your legs and feet are visible, so appropriate footwear is suggested (no tennis shoes). You may not want to wear a suit jacket under your gown as it will be warm in May.
2. Caps are worn on the top of the head, not tilted off the back or side. Hair pins will help secure the caps in position.
3. Tassels are worn on the right front side of the cap until a moment in the ceremony when you’ll be told to move them. This year, each campus has a uniquely-colored tassel. The color you receive will be based on the campus where you applied for graduation:
   • MCC-Blue River -- Dark Blue and White
   • MCC-Business & Technology – Teal
   • MCC-Longview – Royal Blue and Gold
   • MCC-Maple Woods – Green and White
   • MCC-Penn Valley – Red and White
4. Commencement is a formal ceremony and the only permissible accessories to the cap and gown are Phi Theta Kappa stoles, cords and student leadership cords.

ANNOUNCEMENTS:
1. Each commencement participant should have received five complimentary announcements with the cap and gown. If you want personalized announcements, order them at a campus graduation fair or online at www.jostens.com.
2. Mail your announcements via first-class mail ten days to two weeks prior to graduation.
3. If you have a personal card to insert, it should be placed in the fold of the announcement with the name facing away from the text.

CODE OF CONDUCT:
Please remember the student code of conduct is in effect for the commencement ceremony, including the following:
Use, possession, or distribution of alcoholic beverages and/or illegal drugs and controlled substances on college premises or AT ANY COLLEGE SPONSORED ACTIVITY, including appearing on college premises while under the influence of alcohol or drugs/controlled substances, is strictly prohibited.
Thank you for your cooperation.