GRADUATION INFORMATION FOR PROSPECTIVE MAY 7, 2016, UNDERGRADUATE DEGREE CANDIDATES.

1. **DIPLOMA NAME AND ADDRESS CONFIRMATION:** A graduation information link is available in your Pipeline account. Log into your Pipeline account, RaiderNet tab, Student tab, Student Record link, and click on Prior College & Graduation Information.

   Your name as it will be printed on your diploma can be seen in the box titled Graduation. Your diploma name is the name we have on file in the MTSU system at the time you submitted your Intent to Graduate form. **If your diploma name needs to be changed, please refer to #19 below.** All diploma name changes must be submitted by March 4, 2016.

   You can also confirm your diploma mailing address at the above graduation information link. A diploma mailing address change can only be made by emailing records@mtsu.edu with the updated address. **All diploma mailing address changes must be submitted by May 2, 2016.**

2. **DIPLOMA:** Since diplomas will not be mailed until after June 2, 2016, you may pick up your diploma once they are available May 24-27, 2016 between 8:00 a.m. and 4:30 p.m. in the Student Services and Admissions Center, Rm. 150. If you do not pick up your diploma, it will be mailed to the address that displays on the Prior College and Graduation Information link in RaiderNet. There will be a $10.00 charge to change your name on your diploma, once the diplomas have been printed. The diploma is 8½” by 11” for undergraduates and will only have your degree information printed on it. Majors, concentrations, and minors are not printed on the diploma.

3. **TRANSCRIPTS:** Since degrees are not awarded until after the spring 2016 grades due date and the graduation coordinators have reviewed each candidate, transcripts for verified May graduates will not be available until after Thursday, May 12, 2016. Candidates may complete and submit a transcript request form: [http://www.mtsu.edu/grades-and-transcripts/docs/tranreq.pdf](http://www.mtsu.edu/grades-and-transcripts/docs/tranreq.pdf) and indicate “hold for degree”.

4. **GRADUATION:** There will be two undergraduate graduation ceremonies for the May 7, 2016 graduation in Murphy Center. Graduation is a ceremony only. No participating student has had the degree approved. A chart of Murphy Center seating for graduation can be seen at [http://www.mtsu.edu/resources/faculty/docs/mcmap.pdf](http://www.mtsu.edu/resources/faculty/docs/mcmap.pdf).

   - The first ceremony begins at 9:00 a.m. for the College of Basic & Applied Sciences, the Jennings A. Jones College of Business, the College of Education, the College of Media and Entertainment. Graduates will need to be in their appropriate place in line by 8:00 a.m. to receive their name cards and instructions. No late entrance will be permitted after 8:30 a.m. This policy will be strictly enforced.

   - The second ceremony begins at 2:00 p.m. for the College of Behavioral and Health Sciences, the College of Liberal Arts, and the University College. Graduates will need to be in their appropriate place in line by 1:00 p.m. to receive their name cards and instructions. No late entrance will be permitted after 1:30 p.m. This policy will be strictly enforced.

   The success of the program depends upon your knowing what to do. The line of march will be available two days prior to the ceremony at [http://www.mtsu.edu/grades-and-transcripts/graduation.php](http://www.mtsu.edu/grades-and-transcripts/graduation.php). Be sure to make a note of your gym, row number, and row placement. When you enter Murphy Center at one of the entrances to the ground floor, proceed directly to the correct gym. The line of march will be posted on the wall by the two gyms, if needed, and candidates will be listed alphabetically by diploma name as requested on your intent. Find your name on the line of march and get in line either in Gym #1 or Gym #2 of Murphy Center. There is **NO REHEARSAL,** and TICKETS FOR GUESTS are **NOT** required.

5. **CAPS/GOWNS:** The cost of the cap and gown is included in the campus access fee paid at the time of registration. There is no additional charge. Graduation regalia will only be available for pick-up at the Phillips Bookstore in the Student Union on the following dates and times: Friday, April 29 from 7:30 a.m. – 4:00 p.m., Saturday, April 30 from 10:00 a.m. – 2:00 p.m., Monday, May 2 - Thursday, May 5 from 7:30 a.m. – 6:00 p.m., and Friday, May 6 from 7:30 a.m. – 3:00 p.m.

   Graduates should make arrangements to pick up their regalia during these dates and times as **regalia will not be mailed or shipped.** Graduation regalia will not be available after the graduation date and will not be available at the Phillips Bookstore on the graduation day. **Replacement regalia will be available at Murphy Center on the day of graduation.** If you participate in the graduation ceremony, you must wear regalia. Graduating seniors who are in the military may wear their uniforms in lieu of the academic cap and gown. If you have any questions about caps and gowns, please contact Melisa Warner at Phillips Bookstore at (615) 898-2702 or at melisa.warner@mtsu.edu.
6. **DRESS:** Graduation is a major milestone in your life. Please treat this occasion with the respect it deserves by dressing appropriately.
   a. Men: wear slacks (no jeans or shorts) and comfortable shoes
   b. Women: wear slacks, capri pants, dresses, or skirts (no jeans or shorts) and comfortable shoes

Caps, if decorated, must be tasteful, cannot include lights, and décor can be no more than 1 inch in height. Appropriateness will be determined by staff. Non-compliant caps will have décor removed prior to the commencement ceremony.

7. **DRESSING ROOM:** Murphy Center, Gyms #1 and #2, will be available for you to leave your personal belongings in during graduation. The gym doors will be locked and will not be unlocked until you return after the program. We cannot be responsible for valuables and purses left in the gyms. All graduates should make arrangements to meet their families either on the track level or outside Murphy Center. No one other than the degree candidates will be allowed on the lower concourses of Murphy Center.

8. **BEHAVIOR:** People under the influence of alcohol are subject to being removed from the line of march. Use of cell phones during the ceremony will not be allowed. Use of air horns or other such devices by students or guests is prohibited and will be confiscated if brought into Murphy Center.

9. **SPECIAL FACILITIES:** Any student requiring special facilities to participate in the ceremony due to a physical disability should contact the Records Office at records@mtsu.edu or at (615) 898-5170 by April 15, 2016. Questions concerning parking or other special facilities for family members or guests should be directed to Murphy Center, (615) 898-2752, or go to [http://www.mtsu.edu/parking/documents/parking-map.pdf](http://www.mtsu.edu/parking/documents/parking-map.pdf) to view a campus map showing disabled parking areas. For visitors that park in the Greenland parking lot, there is a station that will transport people with mobility issues to Murphy Center in golf carts. When pulling into the Greenland lot, ask the police officer for directions to the station.

10. **ATTENDANCE:** The graduation ceremony lasts approximately 2½ - 3 hours. **As it is very disrespectful to leave before the ceremony has ended, students who plan on participating in the graduation ceremony are required to stay for the entire time.** No participant will be allowed to leave until the ceremony is over. If you are planning celebration activities, please be aware of this time commitment. Participation in the ceremony does not confirm clearance for receipt of a diploma. Do not cite the fact that you participated in the ceremony as evidence that you graduated.

11. **IN ABSENTIA STATUS:** Please submit the In Absentia form on-line [http://www.mtsu.edu/resources/students/absentia.php](http://www.mtsu.edu/resources/students/absentia.php) or e-mail records@mtsu.edu by April 15, 2016 if you do not plan on attending graduation.

12. **HONORS:** Graduation with honors (cum laude, magna cum laude, and summa cum laude) for listing in the graduation program is determined by the overall GPA, which is all MTSU and transfer degree credit courses, at the beginning of the final semester of enrollment. The honors notation on the diploma and on the transcript is determined by the overall GPA on all degree-credit courses at the end of the final semester. These honors are only available for undergraduate degree candidates.

13. **PHOTOGRAPHS:** Arrangements have been made by the Office of News and Public Affairs to have a professional photographer take a picture of each graduate as they cross the stage to shake hands with the President. A small color proof will be sent to you at no charge or obligation, along with information regarding enlargements. GradImages can be contacted at [www.gradimages.com](http://www.gradimages.com) or at (800) 261-2576.

14. **REMOTE VIEWING:** The commencement ceremony will be available for viewing on the Internet for those who are unable to attend in person. Go to the MTSU home page at [http://www.mtsu.edu](http://www.mtsu.edu) for more details on accessing the Webcast on the day of graduation.

15. **All coursework for undergraduate degrees must be completed by 10:30 p.m. on May 5, 2016.**

16. **CAREER DEVELOPMENT CENTER:** Services are available to students and alumni, which include Lightning JobSource (online profile, career listings, applications, schedule on-campus interviews, calendar of special events), college-specific career development, career fairs, and other special events. Please go to [http://www.mtsu.edu/career](http://www.mtsu.edu/career) for more information and services as well as to contact your career coordinator.

17. **LICENSURES:** Students desiring initial teaching certificates (who are not enrolled in student teaching) or who are adding endorsements need to contact the Teacher Licensure Office, COE Rm. 214, (615) 904-8001, after grades have been posted.
18. **OUTSTANDING UNIVERSITY DEBT**: Chapter 654 of the Public Acts of 1976 prohibits state institutions of higher education from issuing diplomas, certificates of credit, or grade reports to any student unless the student has satisfied all debts or obligations owed to the institution. **If you have parking tickets or other outstanding debts, please clear these with the Business Office by 4:00 p.m. on Friday, May 6, 2016.** The Business Office cashier windows are located in the Student Services and Admissions Center, 2nd floor, (615) 898-2111.

19. **DIPLoma NAME CHANGE PROCESS**: A graduation information link is available in your Pipeline account. Log into your Pipeline account, RaiderNet tab, Student tab, Student Record link, and click on **Prior College & Graduation Information.** Your name as it will be printed on your diploma can be seen in the box titled Graduation. Your diploma name is the name we had on file in the MTSU system at the time you submitted your Intent to Graduate form. If you need to change your diploma name (for example, add a middle name, change a last name, etc.), please send an email to records@mtsu.edu and attach legal documentation which must show your name exactly as you are requesting it to be printed for the diploma. Legal documentation may include driver's license, social security card (all but last four digits blacked out), marriage certificate, birth certificate, divorce decree, passport, court-ordered document, permanent resident card, or naturalization papers. If you want this name change to be made within the MTSU system, also submit a name change form, [http://www.mtsu.edu/one-stop/docs/namechange.pdf](http://www.mtsu.edu/one-stop/docs/namechange.pdf), along with the documentation and scan and email to records@mtsu.edu or fax to 615/898-5538.

Name change forms that are submitted to the MT One Stop counter, faxed to 615/898-5538, or mailed must also be copied to records@mtsu.edu by March 4, 2016, in order for the diploma name to be changed.

You do NOT have to submit legal documentation if you are simply changing an existing middle name to an initial or removing a middle or maiden name from your diploma name. However, if your diploma name is showing in the Graduation box in RaiderNet as John R. Smith and you want to add Robert as the middle name, legal documentation will have to be provided.

All diploma name changes must be submitted by March 4, 2016.