1. **DIPLOMA NAME AND DIPLOMA 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 you had 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 #20 below.** All diploma name changes for undergraduates must be submitted by June 16, 2017, and all diploma name changes for graduate students must be submitted by June 30, 2017. There will be a $10.00 charge to change your name on your diploma, once the diplomas have been printed.

You should confirm your diploma mailing address at the above graduation information link. A diploma mailing address change can be made by emailing records@mtsu.edu from your mtmail with the updated address. **All diploma mailing address changes must be submitted by August 11, 2017.** There will be a $10.00 charge to re-issue your diploma if the diploma address was not updated by August 11, 2017.

2. **DIPLOMA:** All diplomas will be mailed to August graduates beginning Wednesday, August 23, 2017 to the diploma address that displays on the Prior College and Graduation Information link in RaiderNet. Please allow 5-7 business days for delivery within the continental U.S. Graduates with an international address may choose to individually pay to have the diploma and/or transcripts mailed using eShipGlobal. The diploma is 8½” by 11” for undergraduates and 11” by 14” for graduate students 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 summer 2017 grades due date and the graduation coordinators have reviewed each candidate, transcripts for verified August graduates will not be available until after Wednesday, August 16, 2017. Candidates may complete and submit a transcript request form: http://www.mtsu.edu/grades-and-transcripts/docs/ tranreq.pdf and indicate “hold for degree”.

4. **COMMENCEMENT:** There will be one graduation ceremony for the August 12, 2017 graduation in Murphy Center. A chart of Murphy Center seating for graduation can be seen at http://www.mtsu.edu/grades-and-transcripts/docs/mcmap.pdf.

   o The ceremony begins at 10:00 a.m. for all colleges. Graduates will need to be in their appropriate place in line by 9:15 a.m. to receive their name cards and instructions.

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/docs/ lineofmarch.pdf. 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 last name. 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.

5. **ATTENDANCE:** The graduation ceremony lasts approximately 2-2½ 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. 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.

6. **IN ABSENTEA STATUS:** Submit the In Absentia form online, http://www.mtsu.edu/resources/students/absentia.php or e-mail records@mtsu.edu by July 28, 2017, if you do not plan on attending graduation.

7. **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, August 4 from 8:00 a.m. – 4:00 p.m., Saturday, August 5 from noon – 4:00 p.m., Monday, August 7 thru Thursday, August 10 from 8:00 a.m. – 4:30 p.m., and Friday, August 11 from 8:00 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.

Graduate Students: Be sure to ask the Bookstore or read the instructions that come with your stole and try it on so that you will know how to put it on correctly BEFORE coming to graduation.

8. DRESS: Commencement is a major milestone in your life. Please treat this occasion with the respect it deserves by dressing appropriately. 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.

9. PURSES, KEYS, BACKPACKS, CELL PHONES: We recommend you bring no valuables with you to your designated gym. Large purses will not be allowed on the Arena floor. Small purses are allowed under your gown. If you are unable to leave your personal property locked in your car or with family or friends, the gym doors will be locked and will not be unlocked until after program concludes. The University cannot be responsible for valuables left in the gyms.

10. 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.

11. SPECIAL FACILITIES: Any student requiring special facilities or accommodations to participate in the ceremony should contact the Record’s Office at records@mtsu.edu or at (615) 898-5170 by July 28, 2017.

12. HONORS: Graduation with honors (cum laude, magna cum laude, and summa cum laude) for listing in the graduation record is determined by the overall GPA at the beginning of the final term/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. Classic Photography can be contacted at www.gradimages.com or at (800) 261-2576.

14. GUESTS: Tickets for guests are NOT required. The Murphy Center will open one hour before the ceremony begins. 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 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.

15. 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.mtsunews.com/graduation-info/ for more details on accessing the Webcast on the day of graduation.

16. COURSEWORK COMPLETION: Undergraduate degree candidate must complete all coursework by 6:00 p.m. on August 11, 2017. Graduate degree candidates must complete all coursework by 6:00 p.m. on August 11, 2017, and all incompletes must be removed by August 10, 2017.

17. 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 for more information and services as well as to contact your career coordinator.

18. 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.

19. 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, August 11, 2017. Payments by credit card can be made online through your RaiderNet account. The Business Office cashier windows are located in the Student Services and Admissions Center, 2nd floor.

20. 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. 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, you must include a name change form, 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.

If you are an undergraduate International Student only International Affairs may change your system name. If International Affairs makes a change to your system name you must then notify records@mtsu.edu to update your diploma name.

If you are a graduate International Student only the College of Graduate Studies may change your system name. If the College of Graduate Studies makes a change to your system name you must then notify records@mtsu.edu to update your diploma name.

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 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. For example, John Robert Smith is your name in our system and you only want John R. Smith printed on your diploma. Or, Mary Smith Johnson is your name in our system and you only want Mary Johnson printed on your diploma. For this type of diploma name change, you can email records@mtsu.edu the diploma name as you want it printed. 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 for undergraduates must be submitted by June 16, 2017 and all diploma name changes for graduate students must be submitted by June 30, 2017.