MIDDLE TENNESSEE STATE UNIVERSITY
GENERAL INFORMATION FOR MAY DEGREE CANDIDATES

It is expected that during spring 2021 all pending May graduates will regularly check their MTSU email for important graduation related information which will be sent from Records@mtsu.edu.

The MTSU Graduation webpage is your best source for up-to-date graduation and commencement information.

1. DIPLOMA NAME AND DIPLOMA ADDRESS CONFIRMATION: The graduation information link is available in your Pipeline account. PipelineMT: Registration & Student Records Left Menu: Academic Records box: click Graduation Information link.

   Your name as it will be printed on your diploma can be seen in the box titled Graduation. Your DIPLOMA NAME is your legal name on file in the MTSU student system at the time you submitted your Intent to Graduate. All diploma name changes must be submitted by March 17, 2021. See #15 below for additional information. There is a $30.00 charge to change your name and re-issue your diploma once diplomas have been printed.

   You must review and verify your DIPLOMA MAILING ADDRESS at the above PipelineMT Graduation Information link. Your diploma address is the address listed on your Intent to Graduate form. A diploma mailing address change can only be made by emailing records@mtsu.edu from your mtmail indicating “diploma” address. You must include your M#. All diploma mailing address changes must be submitted by May 7, 2021. There is a $30.00 charge to re-issue your diploma if the diploma address was not updated by the May 7 deadline and subsequently mailed to an invalid address.

2. REGALIA (CAP/GOWN) PICK-UP: May 2021 expected graduates should make arrangements to visit the Phillips Bookstore in the Student Union on one of the following days and times:

   Cap & Gown Pick-Up Dates:
   • Friday, April 30 - 8 a.m. to 5 p.m.
   • Saturday, May 1 - 8 a.m. to 2 p.m.
   • Monday and Tuesday, May 3 and 4 - 8 a.m. to 6 p.m.
   • Wednesday, Thursday and Friday, May 5, 6 and 7 - 8 a.m. to 5 p.m.

   There is no charge to receive a cap and gown. Expected graduates may pick-up their regalia, regardless if they choose to participate in a ceremony. Safe distancing procedures will be in place during pick-up and ALL entering the Bookstore must wear a mask.

   If you are unable to pick-up your regalia on the dates listed above, we encourage you to send someone else to pick it up for you. If someone else will be picking up your gown, you must provide your authorized person with a signed and dated statement from you, authorizing pick-up of your gown. Your note must list your full name, MTSU M#, your height & weight (used for gown size) and the name of your authorized person. Make sure your authorized person comes prepared to present their valid photo ID, such as a driver's license or their MTSU issued ID if they are also a student.

   Graduate Regalia/Hood (Doctoral/EDS/Masters): Be sure to ask the Bookstore or read the instructions that come with your hood and try it on so that you will know how to put it on correctly BEFORE arriving at the ceremony. A mannequin will be on display during regalia pick-up if you need to take a photo. Confirmed participants will arrive at Murphy Center in full regalia and proceed directly to their assigned seat on the arena floor.
Please note, if your regalia is not picked-up at the bookstore, the University will not mail regalia due to the gown size being unknown. (Regalia is not available at Murphy Center) If you are a confirmed participant in a May 2021 graduation ceremony, you must wear regalia. Graduates who are in the military may wear their uniforms in lieu of the academic cap and gown.

3. **COMMENCEMENT:** President McPhee has authorized the University to schedule 12 to 15 small, in-person commencement ceremonies to be held at Murphy Center the weekend of May 7-9, for May 2021 expected graduates. Masks and social distancing will be required and strictly enforced.

**NOTE:** All ceremonies are RSVP events only. Go to the graduation [webpage](#) for a link to the required I’m Attending (RSVP) form to register and participate in a May 2021 ceremony. The I’m Attending (RSVP) form may be submitted beginning March 1. The RSVP form closes on March 26, 2021. All ceremony participants will receive an email from Records@mtsu.edu on April 1 with their assigned ceremony day and time. The college of your major and number of expected participants will determine your assigned ceremony. Due to the unique challenges of coordinating these small ceremonies, we cannot grant any changes in student ceremony day or time. Only participating graduates will be allowed on the arena floor.

Participating graduates who need ADA seat placement accommodations must notify our office by emailing Records@mtsu.edu, no later than April 9, 2021.

Reminder: Participation in a May ceremony does not imply degree conferral. Final spring grades are due midnight on Sunday, May 9, 2021. Degrees are not posted until all final grades are processed and successful completion of all candidate requirements are verified by the appropriate graduation analyst. **Degrees will be posted and official transcripts available for verified May graduates on Friday, May 14.** The official graduation date listed on your diploma and transcript will be May 8, 2021.

4. **GUEST TICKETS:** Each participating graduate is allowed a packet of **6 reserved guest tickets** (participating graduates do not need a ticket for the ceremony). The 6 tickets will be seated together in a group, but socially distanced from other graduate’s friends and families (anyone age 3 and up requires a guest ticket). Participants are not allowed to share guest tickets. We are working hard to create an environment that is in compliance with CDC and public health recommendations for social distancing. We want to provide as much safety as possible to all participants and visitors.

Guest tickets will be distributed in the Student Union during scheduled cap and gown pick-up dates, which are listed above. After you pick up your regalia, students will follow signage leaving the Phillips Bookstore to go to the ticket window in the Student Union to pick up their guest tickets.

Questions concerning parking or other special facilities for guests should be directly to Murphy Center, 615/898-2752, or go to the campus parking map, which shows 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.

5. **GRADUATION PHOTO OPPORTUNITY:** For those confirmed participants in a graduation ceremony, a professional photographer will take a picture of each graduate as they cross the stage. Participants will stop at the spot marked on-stage for the photo. There will be no handshaking as students cross the stage and masks cannot be removed for the photograph. There may also be another photo opportunity for graduates the day of their ceremony outside where students would have the option to remove their mask for a professional photograph. Check back here for more information regarding this option closer to the ceremony.

A mock MTSU graduation stage, including life size cutouts of Dr. Sidney McPhee, Tyler Henson, Lightning and other unique MTSU backdrops, will be set-up near the welcome desk in the Student Union (dates available will be updated here soon). All graduates are welcome to stop by, take a photo, and catch a special moment to post to your social media. The photo area will be available during Student Union open hours.
Our MTSU Alumni Association also put together a list of awesome photo op areas on campus, click here. Make sure you post your graduation photos to all of your social media accounts and tag @mtsu and @mtalumni.

6. **ALUMNI T-SHIRT:** If you have not already ordered your free Alumni t-shirt, click the link to their webpage here, then click on the registration button and complete the form to reserve your first free alumni t-shirt compliments of the MTSU Alumni Association. Alumni t-shirts must be picked up during the specified cap and gown pick up dates as listed on the Alumni webpage. Other Alumni swag will be available during pick up as well! Alumni t-shirts will not be mailed.

7. **MTSU GRADUATE YARD SIGNS:** Three local businesses are offering MTSU graduate yard signs for purchase. The signs can be customized with the graduate’s name and two businesses will ship to out of state families. For more information, click here.

8. **TRANSCRIPTS WITH DEGREE POSTED:** Degrees are not awarded until all spring grades are posted and the graduation analysts have reviewed each candidate. Transcripts with degrees posted for verified May graduates will be available the morning of Friday, May 14, 2021.

9. **DIPLOMA:** Diplomas will be mailed to verified May graduates beginning May 24, 2021, to the diploma address that displays on the Graduation Information link. There is no pick-up option. The diploma includes your name and degree earned and is 8½” x 11” for undergraduates and 11” x 14” for graduate students. Majors, concentrations, and minors are not printed on the diploma but are listed on the official transcript. Students earning a double major (same degree) receive one diploma. Students earning dual degrees (example: BS/BSN, BA/BM, MA/EDS) will receive two diplomas. The official graduation date listed on your diploma and transcript will be May 8, 2021.

10. **UNDERGRADUATE HONORS:** Undergraduate Latin honors (cum laude, magna cum laude, or summa cum laude) as listed in the graduation program, stole pick-up and ceremony recognition is tentative and determined by the inclusive GPA (MTSU and transfer college level courses/grades) at the time of submission of the program for printing (March 22, 2021). Official Latin honors notation on the diploma and transcript is determined by the inclusive GPA (MTSU and transfer college level courses/grades) at the end of the final semester after all grades are posted. The inclusive GPA is for MTSU use only and does not appear on your transcript.

    To view your current Inclusive GPA go to PipelineMT > Registration & Student Records > Academic Records > GPAs or > Graduation Information

11. **REMOTE VIEWING:** Each ceremony will be broadcast live on the University’s News and Media webpage, Facebook Live, and YouTube Live. Guests who are at high risk for severe illness due to Covid-19 are encouraged to participate via our live stream option.

12. **PURSES, KEYS, etc.:** We recommend you bring no valuables with you to the floor of the arena. Only small purses are allowed under your gown. Any items you bring with you in Murphy Center will have to fit in a pocket, under your gown or stay at your chair as you cross the stage. The University cannot be responsible for any valuables.

13. **CAREER DEVELOPMENT CENTER:** Services are available to current students and alumni, which includes the use of the Handshake career management platform, college-specific career advisors for 1:1 appointments, job searching tools and templates as well as information about career fairs, and other events. Please visit www.mtsu.edu/career for more information.

14. **OUTSTANDING UNIVERSITY DEBT:** T.C.A. § 49-7-166 and University policies 640/646 prohibit the issuing of diplomas, certificates of credit, or grade reports to any student unless the student has satisfied all debts or obligations owed to the institution. Please clear all outstanding debt with the Business Office by 4:00 p.m. on Friday, May 7, 2021.
15. **DIPLOMA NAME CHANGE PROCESS**: You do NOT have to submit legal documentation if you are simply changing an existing middle name to an initial, removing a middle or maiden name from your diploma name or updating your diploma name based on an official name change completed after submission of your Intent to Graduate. For this type of diploma name change, you can email records@mtsu.edu from your MTSU issued email. Please include your M number.

If you need to updated your diploma name (for example, add a middle name, correct your last name, etc.), please send an email to records@mtsu.edu from your MTSU issued email 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, state issued photo id, social security card (all but last 4-digits blacked out), birth certificate, divorce decree, passport, court-ordered document, permanent resident card, or naturalization papers.

If you want this name update to be official within the MTSU system, you must include a name change form, along with the documentation and scan and email to records@mtsu.edu or fax to 615/898-5538. **You must indicate on the form that a diploma name updated is also requested.**

If you only want to change a listed middle name to a middle initial, remove a middle name or add a maiden name you were previously enrolled as at MTSU, you just need to email Records@mtsu.edu with your request.

After the diploma name has been updated, expect to receive email notification that the update has been made and a prompt for you to go back into PipelineMT to verify it is correct. Do not miss this important step.

If you are an International Student, only International Affairs may change your MTSU system name. You will need to contact their office. **If International Affairs makes a change to your system name you will have to notify records@mtsu.edu to update your diploma name by the deadline.**

04-MAR-21