

MIDDLE TENNESSEE STATE UNIVERSITY
REGISTRAR'S OFFICE

INFORMATION FOR AUGUST 7, 2021 DEGREE CANDIDATES

It is expected that during the summer 2021 terms all pending August graduates will regularly check their MTSU email for important graduation and commencement information sent from Records@mtsu.edu. Please visit www.mtsu.edu/graduation for commencement and graduation information, as information may be updated throughout the semester.

1. **DIPLOMA NAME AND DIPLOMA ADDRESS CONFIRMATION:** The graduation information link is available at **PipelineMT > Registration & Student Records > Academic Records > 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 form. **All diploma name changes must be submitted by June 18, 2021. See #17 below for additional information.** There will be a \$30.00 charge to change your name and re-issue your diploma once the diplomas have been printed.

You should review and verify your **diploma mailing address** at the above 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 August 6, 2021.** There will be a \$30.00 charge to re-issue your diploma if the diploma address was not updated by deadline and subsequently mailed to an invalid address.

2. **DIPLOMA:** All diplomas will be mailed to verified August graduates beginning Friday, August 20, 2021, to the diploma address that displays on the Graduation Information link. There is no pick-up option. Please expect 21 business days for the MTSU/U.S. Post Offices to process and deliver within the continental U.S. Graduates with an international diploma mailing address must choose to individually pay to have the diploma mailed using eShipGlobal, or change the diploma address to a U.S. mailing address. The diploma will only include 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 will be listed on the official transcript. Students earning a double major (same degree) receive one diploma. Students earning dual degrees (example: BS/BSN, BA/BM) will receive two diplomas.
3. **TRANSCRIPTS:** Final summer grades are not due until Monday, August 9. Degrees are not awarded until all grades are posted and the graduation analysts have completed their review of each candidate. Transcripts will be available on **Friday, August 13, 2021** for verified August graduates.
4. **OUTSTANDING UNIVERSITY DEBT:** T.C.A § 49-7-104 and University policies 640/646 prohibits 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, August 6, 2021.**
5. **COMMENCEMENT:** There will be one graduation ceremony held on August 7, 2021 in the Murphy Center.

The ceremony begins at 9:00 a.m. for all colleges. Participants will need to be in their assigned gym by 8:15 a.m. to receive their name cards and instructions.

Expected participants will receive an email with the **Line of March** link the morning of Thursday, August 5. There is **NO REHEARSAL.**

All graduates should make arrangements to meet their guests after the ceremony either on the track level or outside Murphy Center.

Participation in the ceremony does not signify degree conferral. Final summer grades are due Monday, August 9, 2021. Degrees will be awarded after final grades are processed and successful completion of all candidate requirements are verified by the appropriate graduation analyst.

6. **STUDENT ACCOMMODATIONS:** Any participating student requesting a **seat placement accommodation** to participate in the ceremony should contact the Record's Office at records@mtsu.edu or at (615) 898-5170 by July 23, 2021.
7. **PARKING FOR COMMENCEMENT:** All participants are expected to park in the parking garage on Champion Way. Turn at light on Greenland with Track & Field/Soccer Field on corner. Signs will be posted and RaiderExpress buses will transport all participants to the Murphy Center. As you are planning your day, please allow for time to park and arrive at your assigned gym. Parking for guests is available in the Greenland and surrounding lots.
8. **ATTENDANCE:** Expect the ceremony to last 2½ hours. Participating students are required to stay for the entire ceremony. If you are planning celebration activities, please be aware of this time commitment.
9. **IN ABSENTIA STATUS:** Submit the In Absentia form www.mtsu.edu/resources/students/absentia.php or e-mail records@mtsu.edu by July 23, 2021, if you **do not plan** to attend graduation. If you do not attend graduation, your name will not be read.
10. **CAP & GOWN (REGALIA):** There is no charge to receive a cap & gown. **Graduation regalia will only be available for pick-up at the Phillips Bookstore in the Student Union on the following dates and times: Saturday, July 31st from 10:00 a.m. – 2:00 p.m., Monday, August 2nd through Tuesday, August 3rd 8:00 a.m. – 5:30 p.m., Wednesday, August 4th through Thursday, August 5th from 8:00 a.m. – 4:30 p.m., and Friday, August 6th from 8:00 a.m. – 4:00 p.m.** Participants **must** make arrangements to pick up their regalia during these dates and times as **regalia will not be mailed or shipped**. Regalia will not be available after the scheduled pick-up times and will NOT be available at the Phillips Bookstore on graduation day. 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 your cap and gown, please contact Melisa Warner at Phillips Bookstore at (615) 898-2702 or at melisa.warner@mtsu.edu.

Caps, if decorated, must be tasteful, cannot include lights, and décor can be **no more than 1 inch in height**. Non-compliant caps will have décor removed or replaced prior to walking into the area.

Graduate (Masters/EDS) Hood: You are responsible for putting on your hood. Be sure to ask the Bookstore for instructions at pick-up or read the instructions that come with your hood and try it on before arriving at the ceremony. Commencement staff are unable to assist with hoods.
11. **REMOTE VIEWING:** The commencement ceremony will be available for viewing on the Internet for those family members who are unable to attend in person. Go to the MTSU home page at www.mtsunews.com/graduation-info/ for more details on accessing the webcast on the day of graduation.
12. **UNDERGRADUATE LATIN HONORS:** Undergraduate Latin honors (cum laude, magna cum laude, or summa cum laude) as listed in the graduation program and for ceremony stole 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 (June 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 summer semester. **To view your current Inclusive GPA go to PipelineMT > Registration & Student Records > Academic Records > GPAs.**
13. **PHOTOGRAPHS:** A professional photographer takes a picture of each participant as they cross the stage to shake hands with the President. A small color proof will be sent to participants at no charge or obligation, along with information regarding enlargements. GradImages may be contacted at www.gradimages.com or at (800) 261-2576.
14. **PURSES, KEYS, BACKPACKS:** We recommend you bring no valuables with you to your designated line of march 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.
15. **GUESTS:** Guest seating at Murphy Center is general admission and no tickets are required. There is no limit on the number of guests allowed. Murphy Center will open one hour before the ceremony begins. Questions concerning parking or other **special facilities for guests** should be directed to Murphy Center, (615) 898-2752, or go to www.mtsu.edu/parking, then click on Parking Map 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.

16. **CAREER DEVELOPMENT CENTER:** Services are available to students and alumni, which include Lightning JobSource, college-specific career development, career fairs, and other special events. Please go to www.mtsu.edu/career for more information and services as well as to contact your career advisor.
17. **DIPLOMA NAME CHANGE PROCESS:** 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 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 correct your diploma name (for example, add a middle name, change a 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, social security card (all but last four digits blacked out), marriage 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, 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. **The form must indicate diploma name change is also requested.**

If you are an International Student only International Affairs may correct your student system name. **If International Affairs makes a correction to your system name you must then notify records@mtsu.edu to update your diploma name by the deadline.**