

MIDDLE TENNESSEE STATE UNIVERSITY  
REGISTRAR'S OFFICE

GRADUATION INFORMATION FOR PROSPECTIVE AUGUST 11, 2012, DEGREE CANDIDATES.

1. **DIPLOMA:** Since diplomas will not be mailed until August 27, 2012, you may pick up your diploma August 20<sup>th</sup>-24<sup>th</sup> between 8:00 a.m and 4:30 p.m. in the Cope Administration Building, window #16 (next to Rm. 106). If you do not pick up your diploma, it will be mailed to the address you listed on your Intent to Graduate form. If you have changed your address and/or name, you must contact Fay Wilson, Registrar's Office, Rm. 102, Cope Administration Building, 898-5170. There will be a \$10.00 charge to change your name on your diploma, once the diplomas have been ordered. The diploma is 8 ½" by 11" and will only have your degree information printed on it. Majors, concentrations, and minors are not printed on the diploma.
2. **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 Keathley University Center on the following dates and times: August 6<sup>th</sup>-9<sup>th</sup> from 8:00 a.m. – 6:00 p.m. and August 10<sup>th</sup> 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 call the Phillips Bookstore at 898-2700, and choose option 7.

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

3. **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 (no sandals, flip-flops, or tennis shoes).
  - b. Women: wear slacks, Capri pants, dresses, or skirts (no jeans or shorts) and comfortable shoes (no tennis shoes or flip-flops).
4. **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.
5. **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.
6. **GRADUATION:** **There will be one graduation ceremony for Summer 2012 in Murphy Center.** If you are not sure of your college, please go to [http://catalog.mtsu.edu/mime/media/view/5/396/2011-12\\_AcademicInventory.pdf](http://catalog.mtsu.edu/mime/media/view/5/396/2011-12_AcademicInventory.pdf). A chart of Murphy Center seating for graduation can be seen at <http://www.mtsu.edu/records/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 9:00 a.m. to receive their name cards and instructions. No late entrance will be permitted after 9:30 a.m. This policy will be strictly enforced.

The success of the program depends upon you knowing what to do. The line of march will be available two days prior to the ceremony at <http://www.mtsu.edu/records/grad.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.

7. **SPECIAL FACILITIES:** **Any student requiring special facilities to participate in the ceremony due to a physical disability should call the Registrar's Office at 898-5170 by July 20, 2012.** Questions concerning parking or other special facilities for family members or guests should be directed to Murphy Center, 898-2752, or go to <http://www.mtsu.edu/~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.

8. **ATTENDANCE:** The graduation ceremony lasts approximately two 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.
9. **IN ABSENTIA STATUS:** Please complete and submit the In Absentia form on-line (<http://www.mtsu.edu/records/absentia.php>) or email [fay.wilson@mtsu.edu](mailto:fay.wilson@mtsu.edu) by July 20, 2012, if you do not plan on attending graduation.
10. **HONORS:** Graduation with honors (cum laude, magna cum laude, and summa cum laude) for listing in the graduation program is determined by the cumulative (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 cumulative (overall) GPA on all degree-credit courses at the end of the final semester. These honors are only available for undergraduate degree candidates.
11. **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.gradphotos.com](http://www.gradphotos.com).
12. **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> for more details on accessing the Webcast on the day of graduation.
13. **All coursework for undergraduate degrees must be completed by 9:00 a.m. on August 11, 2012.**
14. **All requirements for graduate degrees must be completed by 9:00 a.m. on August 11, 2012, and all incompletes must be removed by August 3, 2012, by 4:30 p.m.**
15. **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.
16. **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, LRC Room 174, 904-8001, after grades have been posted.
17. **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 10, 2012.** The Business Office cashier windows are located in the Cope Administration Building, 898-2167.