MIDDLE TENNESSEE STATE UNIVERSITY
REGISTRAR’S OFFICE

INFORMATION FOR MAY 9, 2020 UNDERGRADUATE DEGREE CANDIDATES

It is expected that during the spring 2020 semester all pending May graduates will regularly check their MTSU email for important graduation and commencement information sent from Records@mtsu.edu.

1. **DIPLOMA NAME AND DIPLOMA ADDRESS CONFIRMATION**: The graduation information link is available in your Pipeline account. 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 March 6, 2020. 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 diploma 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 8, 2020.** There will be a $30.00 charge to reissue 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 May graduates beginning Wednesday, May 20, 2020 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 address may choose to individually pay to have the diploma mailed using eShipGlobal. The diploma will only include your name and degree earned and is 8½”x 11” for undergraduates. **Majors, concentrations, and minors are not printed on the diploma but will be listed on the 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 spring grades are not due until Monday, May 11. 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, May 15, 2020 for verified May 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, May 8, 2020.**

5. **COMMENCEMENT**: There will be two undergraduate ceremonies held on May 9, 2020 in the Murphy Center.

   ✪ The first ceremony begins at 9:00 a.m. for all undergraduate students from the College of Basic & Applied Sciences, the Jennings A. Jones College of Business, the College of Education, and University College. Participants will need to be in their assigned gym by 8:15 a.m. to receive their name cards and instructions.

   ✪ The second ceremony begins at 2:00 p.m. for all undergraduate students from the College of Behavioral and Health Sciences, the College of Liberal Arts, and the College of Media and Entertainment. Graduates will need to be in their assigned gym by 1:15 p.m. to receive their name cards and instructions.

   Expected participants will receive an email with the Line of March link the morning of Thursday, May 7. 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 imply degree conferral.** Final spring grades are due Monday, May 11, 2020. 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 April 10, 2020.

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. Parking for guests is available in the Greenland and surrounding lots https://www.mtsu.edu/parking/2019ParkingMap.pdf.

8. **ATTENDANCE**: The ceremony lasts approximately 2½ - 3 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 April 17, 2020, 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 Bookstore in the Student Union the week prior to the commencement ceremonies. Specific dates/times to be determined by mid-March.

    Participants must make arrangements to pick up their regalia during posted 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 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.

    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 arena.

11. **REMOTE VIEWING**: Both commencement ceremonies 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 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. 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. 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.

13. **PHOTOGRAPHS**: A professional photographer will take 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 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 tickets are not required. 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 https://www.mtsu.edu/parking/2019ParkingMap.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.

16. **CAREER DEVELOPMENT CENTER**: Services are available to students and alumni, which include Lightning Career Link, 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 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, 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 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.

16-JAN-2020