It is expected that during the fall 2018 semester all pending December 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 Left Menu: Academic Records box: click Prior College and 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 October 26, 2018. 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 must 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 December 14, 2018.** 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 December graduates beginning Tuesday, January 8, 2019 to the diploma address that displays on Prior College and Graduation Information link. There is no pick-up option. Please allow 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 and 11” x 14” for graduate students. 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:** Degree are not awarded until all grades are posted and the graduation coordinators/analysts have reviewed each candidate. Transcripts with degree posted for verified December graduates will be available **Friday, December 21, 2018.** Prior to the end of the fall semester, transcript requests may be submitted to records@mtsu.edu or the MT One Stop with “hold for degree” indicated.

4. **OUTSTANDING UNIVERSITY DEBT:** T.C.A § 49-9-108 prohibits state universities 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. The limitation shall not apply to debts of less than $100 unless the debt or obligation is evidenced by a note or other written contact for future payment. **Please clear all outstanding debt with the Business Office by 4:00 p.m. on Friday, December 14, 2018.**

5. **COMMENCEMENT:** There will be two ceremonies held on December 15, 2018 in the Murphy Center.

   ✪ The first ceremony begins at 9:00 a.m. for all graduate level students from the College of Graduate Studies (includes all Masters, Specialist in Education, and Doctoral candidates), and all undergraduate level students from the College of Basic & Applied Sciences, the Jennings A. Jones College of Business, and the College of Education. 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 1:30 p.m. for all undergraduate level students from the College of Behavioral and Health Sciences, the College of Liberal Arts, the College of Media and Entertainment, and University College. Graduates will need to be in their assigned gym by 12:45 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, December 13. There is **NO REHEARSAL.**

   All graduates should make arrangements to meet their guests either on the track level or outside Murphy Center.
6. **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 November 30, 2018.

7. **GRADUATE 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.

8. **ATTENDANCE:** The ceremony lasts approximately 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. Participation in commencement does not confirm the awarding of a degree.

9. **IN ABSENTIA STATUS:** Submit the In Absentia form www.mtsu.edu/resources/students/absentia.php or e-mail records@mtsu.edu by November 30, 2018, 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: Friday, December 7th from 7:30 a.m. – 4:00 p.m., Saturday, December 8th from 10:00 a.m. – 2:00 p.m., Monday, December 10th through Thursday, December 13th from 7:30 a.m. – 4:00 p.m., and Friday, December 14th from 7:30 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.

   **Graduate Students:** 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 coming to graduation. We will be unable to assist with your hood on the day of commencement.

   **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 prior to the commencement ceremony.

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 HONORS:** Graduation with undergraduate Latin honors (cum laude, magna cum laude, or summa cum laude) for listing in the graduation program and ceremony recognition is tentative and determined by the overall GPA at the time of submission of the commencement program for printing. Official Latin honors notation on the diploma and transcript is determined by the overall GPA at the end of the final semester.

13. **PHOTOGRAPHS:** 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 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 www.mtsu.edu/parking/2018ParkingMap.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 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 coordinator.

17. **MINIMUM G.P.A. FOR HONORS:** The following minimum GPA is required for honors notation on the diploma and transcript:

   - **Cum laude:** 3.500
   - **Magna cum laude:** 3.700
   - **Summa cum laude:** 3.900

18. **INCLUDING HONORS NOTATION:** Honors notation on the diploma and transcript is determined by the overall GPA at the end of the final semester. Honors notation on the diploma is determined by the overall GPA at the time of submission of the commencement program for printing. Official Latin honors notation on the diploma and transcript is determined by the overall GPA at the end of the final semester.

19. **REMINDING ABOUT YOUR CAP & GOWN:** If you are unable to attend in person, you must complete the Undergraduate Missing Graduation Program/Remote Viewing Request Form available at www.mtsu.edu/resources/students/absentia.php before November 30, 2018. On the form, you will receive step-by-step instructions on how to participate in the ceremony and have your academic regalia delivered to your address.

20. **Arrangements for GUESTS:** Programs are mailed or shipped to guests who requested them. The address for all graduation recipients who did not request programs is Murphy Center, 400 Raider Ex Way, Murfreesboro, TN 37132. If you do not receive your program by December 4th, 2018, please contact the Record’s Office at records@mtsu.edu or at (615) 898-5170.

21. **REGALIA PICK-UP TIMES:** Regalia pick-up times are as follows:

   - **Friday, December 7th:** 7:30 a.m. – 4:00 p.m.
   - **Saturday, December 8th:** 10:00 a.m. – 2:00 p.m.
   - **Monday, December 10th:** 7:30 a.m. – 4:00 p.m.
   - **Tuesday, December 11th:** 7:30 a.m. – 4:00 p.m.
   - **Wednesday, December 12th:** 7:30 a.m. – 4:00 p.m.
   - **Thursday, December 13th:** 7:30 a.m. – 4:00 p.m.
   - **Friday, December 14th:** 7:30 a.m. – 4:00 p.m.

22. **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 coordinator.

23. **INFORMATION FOR PARENTS:** For more information about the graduation ceremony, please contact the Office of the University Registrar at records@mtsu.edu or at (615) 898-5170. For information about the Post-Baccalaureate Program, please contact the Office of Post-Baccalaureate Programs at records@mtsu.edu or at (615) 898-5170.

24. **REMEMBER TO ATTEND:** Participation in the commencement ceremony does not confirm the awarding of a degree. The ceremony confirms the awarding of a degree.
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**. You must include your M#.

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, [www.mtsu.edu/one-stop/docs/namechange.pdf](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. **The form must indicate diploma name change is also requested.**

If you are an 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 by the deadline.

7-SEP-2018