MAY 2021 GRADUATION CEREMONIES
Important Details for Ceremony Participants

MAY 2021 CEREMONY ANNOUNCEMENT
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.

MTSU 2020 graduates that did not participate in the November 21, 2020, ceremony may also RSVP to attend a commencement ceremony the weekend of May 7-9. Masks and social distancing will be required and strictly enforced.

NOTE: All ceremonies are RSVP events only. Due to the unique challenges of coordinating these small ceremonies, we cannot grant any changes in student ceremony day or time.

CEREMONY REGISTRATION FOR MAY 2021 EXPECTED GRADUATES
You must register (RSVP) to participate in a May 2021 ceremony by clicking I’m Attending to access the dynamic form that opens Monday, March 1 and closes Friday, March 26. The RSVP form opens in your PipelineMT using your login credentials and must be submitted through your PipelineMT account. You will receive an auto-reply confirmation email at the time of successful RSVP submission. The I’m Attending link may also be accessed on the University’s Graduation webpage.

CEREMONY REGISTRATION FOR MTSU 2020 GRADUATES
May, August and December 2020 graduates that did not participate in a November 21 ceremony, but would like to participate in a May 2021 ceremony, must register (RSVP) by clicking I’m Attending to access the dynamic form which opens Monday, March 1 and closes Friday, March 26. The RSVP form opens in your PipelineMT using your login credentials and must be submitted through your PipelineMT account. You will receive an auto-reply confirmation email at the time of successful RSVP submission. The I’m Attending link may also be accessed on the University’s Graduation webpage.

ALL MAY 2021 CEREMONY ASSIGNMENTS
The college of your major and number of expected participants will determine your assigned ceremony the weekend of May 7, 8 or 9. Participants who submit an RSVP form will be emailed their assigned ceremony day and time on Thursday, April 1 to their MTSU email. You will be emailed precise seating assignments, arrival times and other instructions closer to the ceremony date. All ceremony information will only be sent from Records@MTSU.edu to your MTSU email and you must check it regularly throughout the spring semester. Only confirmed participants will have an assigned ceremony, assigned seating and have their name read as they cross the stage to be recognized.
CEREMONY SAFETY AND SOCIAL DISTANCING

To accommodate physical distancing and other public health guidelines, some modifications to the ceremony are necessary. These include but are not limited to:

- No student, faculty, or ceremonial processions
- Graduates will be socially distanced and seated by assigned row and chair on the floor of Murphy Center
- Graduates will cross the stage as their name is read. A photo will be taken on stage of each participating graduate. Masks will not be removed for the on-stage photograph. An additional photo-opportunity may be available outside Murphy Center for graduates the day of their ceremony
- Doctoral students will not be hooded by their faculty advisor
- Face covering is required of all inside any campus building, including Murphy Center
- Masks (over the nose and mouth) are required for all participants, guests, and stadium workers throughout Murphy Center
- Each participant will be allotted 6 reserved guest tickets (anyone age 3 and up requires a guest ticket). Participants are not allowed to share guest tickets
- Facilities will be appropriately sanitized before each ceremony
- Hand sanitizer dispensers will be available throughout Murphy Center
- All public water fountains will be disabled

RECOGNITION DURING THE CEREMONY

Graduates will stand within their row at the prompting of the university herald and march, socially distanced, toward the stage. They will receive a diploma cover (only May 2021 expected graduates) and cross the stage as their name is read aloud. Graduates will have a photo taken on stage. The graduate’s image will be projected on the screen in Murphy Center. There will be no hand shaking. Graduates will return to their assigned seat after crossing the stage. At the end of the ceremony, graduates will be dismissed by rows as instructed by their heralds and process out of the arena. Guests will be dismissed after all graduates have exited. (Ceremony programs will be on each graduate’s chair when they find their assigned seat on the arena floor)

Note for 2020 Graduates Only

May and August 2020 graduates previously received their diploma cover and commemorative commencement program in their graduation box. December 2020 graduates who participated in the November 21, 2020 ceremony also previously received their diploma cover and commencement program.

GUEST TICKETS

Each participating graduate is allowed a packet of 6 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 below. Students will follow signage leaving the Phillips Bookstore to the ticket window in the Student Union to pick up their guest tickets.

CAP AND GOWN (REGALIA) PICK-UP AT PHILLIPS BOOKSTORE
May 2021 expected graduates (and only those 2020 graduates that did not already pick-up regalia) need to arrange 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 & 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.

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.

LATIN HONORS
Undergraduate graduates earning Latin honors will be recognized during the ceremony. Latin honors listing for May 2021 graduates in the program and ceremony recognition is tentative and determined by the inclusive 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 inclusive GPA at the end of the final semester.

PARKING AND TRANSPORTATION
Campus parking is free and available on a first-come, first-served basis for students and guests. Questions concerning parking or other special facilities for guests may contact (615) 898-2752. Graduates and guests may also view a campus map showing disabled parking areas. For guests that may need some assistance, the University will be providing golf cart transportation. 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.

Visitors and graduates should be prepared to walk significant distances from parking and within Murphy Center.

**LIVESTREAM/BROADCASTS**
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.

**CLOSED CAPTIONING**
There will be an interpreter on-stage during each ceremony in Murphy Center.

**OFFICIAL GRADUATION DATE**
May 2021 graduates’ official conferral date is May 8, 2021. Final fall grades are not due until 11:59 p.m., Sunday, May 9. Degrees are not awarded until all grades are posted, end of term processing is completed, and the graduation analysts have completed their review of each candidate. Transcripts with degree posted will be available on Friday, May 14, 2021 for verified May graduates. Participation in the ceremony does not imply degree conferral.