1. DIPLOMA NAME AND DIPLOMA ADDRESS CONFIRMATION: A graduation information link is available in your PipelineMT account. Log into your 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 the name you had on file in the MTSU system at the time you submitted your Intent to Graduate form and is considered your legal name. If your diploma name needs to be changed, please refer to #20 below. All diploma name changes for undergraduates must be submitted by March 2, 2018. There will be a $10.00 charge to change your name on 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 you 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. All diploma mailing address changes must be submitted by May 4, 2018. There will be a $10.00 charge to re-issue your diploma if the diploma address was not updated by May 4, 2018 and subsequently mailed to your listed diploma address.

2. DIPLOMA: All diplomas will be mailed to May graduates beginning Tuesday, May 22, 2018 to the diploma address that displays on your PipelineMT: Registration & Student Records Left Menu: Academic Records box: click Prior College and Graduation Information link. There is no pick-up option. Please allow 21 business days for the MTSU Post Office and U.S. Post Office to process and deliver within the continental U.S. Graduates with an international address may choose to individually pay to have the diploma and/or transcripts mailed using eShipGlobal. The diploma is 8½” by 11” for undergraduates and will only have your degree information printed on it. Majors, concentrations, and minors are not printed on the diploma. Students earning a double major (same degree) only receive one diploma. Students earning dual degrees (example: BA/BS, BS/BSN, BA/BM) will receive two diplomas.

3. TRANSCRIPTS: Since degrees are not awarded until after the spring 2018 grades due date and the graduation coordinators/analysts have reviewed each candidate, transcripts for verified May graduates will not be available until Thursday, May 10, 2018. Candidates may complete and submit a transcript request: www.mtsu.edu/transcripts by email to records@mtsu.edu or in person to the MT One Stop and indicate “hold for degree” prior to the end of the spring semester.

4. COMMENCEMENT: There will be two undergraduate ceremonies held on Saturday, May 5, 2018, in Murphy Center. Contact your college advisor if you are unsure of the college awarding your degree. A chart of Murphy Center seating can be seen at http://www.mtsu.edu/grades-and-transcripts/docs/mcmap.pdf.

- The first ceremony begins at 9:00 a.m. for the College of Basic & Applied Sciences, the Jennings A. Jones College of Business, and the College of Education, and the College of Media and Entertainment. Participants will need to be in their appropriate place in line by 8:15 a.m. to receive their name cards and instructions. No late entrance will be permitted after 8:30 a.m. This policy will be strictly enforced.

- The second ceremony begins at 2:00 p.m. for the College of Behavioral and Health Sciences, the College of Liberal Arts, and University College. Graduates will need to be in their appropriate place in line by 1:15 p.m. to receive their name cards and instructions. No late entrance will be permitted after 1:30 p.m. This policy will be strictly enforced.

The success of the program depends upon your knowing what to do. The line of march will be available two days prior to the ceremony at http://www.mtsu.edu/grades-and-transcripts/docs/lineofmarch.pdf. Be sure to make a note of your gym, row number, and person. 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 also be posted on the wall by the two gyms with candidates listed alphabetically using the diploma name. There is NO REHEARSAL.

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 concourse of Murphy Center.

5. ATTENDANCE: The ceremony lasts approximately 2½ hours. As it is very disrespectful to leave before the ceremony has ended, students who plan on participating in the 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
Participation in commencement does not confirm the awarding of a degree. Do not cite the fact that you participated in the ceremony as evidence that you graduated.

6. **IN ABSENTIA STATUS:** Please submit the In Absentia form on-line [http://www.mtsu.edu/resources/students/absentia.php](http://www.mtsu.edu/resources/students/absentia.php) or e-mail records@mtsu.edu by April 20, 2018, if you do not plan on attending graduation. If you do not attend graduation, your name will not be read.

7. **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 Student Union on the following dates and times:** Friday, April 27th from 7:30 a.m. – 4:00 p.m., Saturday, April 28th from 10:00 a.m. – 2:00 p.m., Monday, April 30th through Thursday, May 3rd from 7:30 a.m. – 6:00 p.m., and Friday, May 4th 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.** Caps and gowns will not be available after the scheduled pick-up times 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 contact Melisa Warner at Phillips Bookstore at (615) 898-2702 or at melisa.warner@mtsu.edu.

8. **DRESS:** Commencement is a major milestone in your life. Please treat this occasion with the respect it deserves by dressing appropriately. Caps, if decorated, must be tasteful, cannot include lights, and décor can be no more than 1 inch in height. Appropriateness will be determined by staff. Non-compliant caps will have décor removed prior to the commencement ceremony.

9. **PURSES, KEYS, BACKPACKS, CELL PHONES:** 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.

10. **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.

11. **SPECIAL FACILITIES:** Any graduating student requesting **seat placement accommodations** to participate in the ceremony should contact the Record’s Office at records@mtsu.edu or at (615) 898-5170 by April 13, 2018.

12. **HONORS:** Graduation with honors (cum laude, magna cum laude, and summa cum laude) for listing in the graduation program and honors cords is determined by the overall GPA at the beginning of the final term/semester of enrollment. The honors notation on the diploma and on the transcript is determined by the overall GPA at the end of the final semester.

13. **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.gradimages.com](http://www.gradimages.com) or at (800) 261-2576.

14. **GUESTS:** Tickets for guests are NOT required. The Murphy Center will open one hour before the ceremony begins. Questions concerning parking or other **special facilities for family members or guests** should be directed to Murphy Center, (615) 898-2752, or go to [http://www.mtsu.edu/parking/documents/parking-map.pdf](http://www.mtsu.edu/parking/documents/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.

15. **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.mtsunews.com/graduation-info/](http://www.mtsunews.com/graduation-info/) for more details on accessing the Webcast on the day of graduation.

16. **COURSEWORK COMPLETION:** Undergraduate degree candidate must complete all coursework by 10:00 p.m. May 3, 2018, and all previous semester incompletes removed.

17. **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.

18. **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, COE Rm. 214, (615) 904-8001, after grades have been posted.

19. **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, May 4, 2018.** Payments by credit card can be made online through your PipelineMT account. The Business Office cashier windows are located in the Student Services and Admissions Center, 2nd floor.

20. **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.

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, [http://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.** When a diploma name change has been made you will receive an email requesting you to verify your diploma name change on PipelineMT: Registration & Student Records Left Menu: Academic Records box: click Prior College and Graduation Information link.

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.

21. **It is expected that during the spring 2018 semester all pending May graduates will regularly check their MTSU email for important graduation and commencement information sent from Records@mtsu.edu.**

22-JAN-2018