MIDDLE TENNESSEE STATE UNIVERSITY
REGISTRAR’S OFFICE

INFORMATION FOR MAY 4, 2019 UNDERGRADUATE DEGREE CANDIDATES

It is expected that during the spring 2019 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 Left Menu: Academic Records box: click 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 1, 2019.** 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 May 3, 2019.** 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:** Diplomas will be mailed to verified May graduates between Tuesday, May 21, 2019 - Friday, May 31, 2019 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 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:** Degrees are not awarded until all grades are posted and the graduation coordinators/analysts have reviewed each candidate. Transcripts with degree posted for verified May graduates will be available **Friday, May 10, 2019.**

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, May 3, 2019.**

5. **COMMENCEMENT:** There will be two undergraduate ceremonies held on May 4, 2019 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 the College of Media and Entertainment.** 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 University College.** 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 2. 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.

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 April 12, 2019.
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 Raider/Express 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](http://www.mtsu.edu/resources/students/absentia.php) or e-mail records@mtsu.edu by April 19, 2019, 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, April 26th from 7:30 a.m. – 4:00 p.m., Saturday, April 27th from 10:00 a.m. – 2:00 p.m., Monday, April 29th through Thursday, May 2nd from 7:30 a.m. – 6:00 p.m., and Friday, May 3rd from 8:00 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. **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/](http://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](http://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](http://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](http://www.mtsu.edu/career) for more information and services as well as to contact your career coordinator.

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, 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.