This notice is to inform you of items related to commencement for potential Spring 2015, Summer 2015 or Fall 2014 graduates of Murray State College. Also, please read the Check Sheet provided on page two.

1. **Cap & Gown:** Caps and gowns will be available April 15 through May 7 for pick-up at the MSC Bookstore in Tishomingo. Bookstore hours are:

   7:30 a.m. to 4:00 p.m. MTWR and 7:30 a.m. to 1:30 p.m. on Fridays.

   A variety of sizes will be available so pre-measurement is not required. *Ardmore students may order, pay for and pick up their cap and gown at Murray on Main in Downtown Ardmore. The $40.00 graduation fee must be paid before you pick up your cap and gown.*

2. **Announcements:** Commencement announcements for your family and friends can be ordered from any MSC Bookstore location. Call 580-387-7243 to inquire about these now!

3. **Rehearsal for Commencement:** A commencement rehearsal is scheduled for Monday, May 4, in Fletcher Auditorium on the Tishomingo Campus at 12:15 p.m. The Vice President of Academic Affairs, Registrar, and Director of Student Life will “talk you through” the program. We strongly recommend you attend the commencement rehearsal to make sure the commencement ceremony goes smoothly. At the conclusion of the commencement rehearsal you will have an opportunity to visit the MSC Bookstore to pick up your cap and gown.

4. **The Commencement Exercise:** The commencement exercise is scheduled for 7:00 p.m., Friday, May 08. Graduates are to assemble at 6:30 p.m. in Fletcher Auditorium. The ceremony will take place outdoors on the North Lawn of the Administration Building. Seating will be provided for graduates, and limited seating will be provided for your family. If your family and friends would like to bring along lawn chairs to ensure seating, they are welcome to do so. A boxed meal will be served on campus in the dining hall in the Paul J. Park Student Services Center beginning at 5:30 p.m. on Friday, May 8th, 2015.

**NOTE CHANGES:** In case of inclement weather, once it has been determined that bad weather will prevent a North Lawn ceremony a notice will be posted on the MSC website by 3:00 p.m. on May 8th. There has been a slight change in regards to our inclement weather procedures for commencement. Instead of meeting in Beames Fieldhouse (the gym) you will meet in the Campus Center Commons Area (where the bookstore is located). We felt this was a more convenient meeting place, so that you will not have to walk very far in the rain. As a reminder, if it is determined that inclement weather will prevent a North Lawn Ceremony, if you are graduating with an Associate in Applied Science or Associate in Arts, your ceremony will begin at 5:30 p.m. and you will need to assemble in the Campus Center at 5:00 p.m. If you are graduating with an Associate in Science degree, your ceremony will begin at 7:30 p.m. and you will need to assemble in the Campus Center at 7:00 p.m. The boxed meal will be served at 4:30 p.m.

**Veteran Students:** Veteran students will be given an honor cord to wear at graduation. Veteran students must self-designate and can pick up their honor cord in the bookstore or President’s office between now and graduation day.

**Veterinary Technology Pinning:** A pinning ceremony will be held for the Veterinary Technology graduates in the Paul J. Park Student Center Ballroom. The Veterinary Assisting Certificate Ceremony will begin at 3:00 p.m. and the Veterinary Technology Pinning to begin at 4:00 p.m. on May 8th, 2015. A reception will follow immediately after the pinning ceremony in the ballroom.

**Nursing Pinning:** A pinning ceremony for the Nursing Graduates will be held at 3:00 p.m. in Fletcher Auditorium on May 8th, 2015. A reception will follow immediately after and will be held in the Campus Center Commons Area.

**Diplomas & Transcripts:** After final grades are submitted, a final graduation degree check will be completed for each potential graduate. If all graduation requirements have been successfully met (and you have paid the graduation fee and your account is clear), the diploma will be mailed to the graduate in June for spring graduates and in August for summer graduates. Also at that time, the degree and date earned will be posted on the transcript.

**Alumni Information:** In just a few short weeks you will join the ranks of MSC Alumni. We want to make sure to keep your permanent address in our files to send you future newsletters and reunion information. Membership dues @ $10 per person make checks payable to: MSC Alumni Association. For additional Alumni information, please call Karen at 580-
MSC 2015 Alumni Reunion—November 6th 2015

MURRAY STATE COLLEGE
CHECK SHEET FOR POTENTIAL GRADUATES

REMEMBER:

☐ Pick up cap and gown from the MSC Bookstore; April 15 through May 09.

At the end of the semester you are graduating (spring, summer, or fall):

☐ File a Request for an Official Transcript with the Registrar’s Office and a transcript to be mailed to you and the college/university of your choice.

☐ Make sure your correct address is on file in the Registrar’s Office.

☐ STUDENTS ATTENDING CLASSES IN TISHOMINGO:
After last final exam is finished, complete an Official Clearance/Check-Out Form available in the Academic Advisement Office and submit to the Business Office after all signatures are obtained.

☐ If receiving student loans, schedule and exit interview with the Financial Aid Office or complete an online exit interview @ www.mscok.edu.