



Dear Future Graduate:

Earning your degree from Murray State College is a special accomplishment. This material will guide you through the upcoming commencement and is meant to inform you of important information related to the ceremony. Please read the check sheet below to ensure that you have completed all steps toward finalizing your degree completion.

Cap & Gown: Caps and gowns will be available April 19 through May 14 for pick up from the MSC Tishomingo Bookstore. Bookstore hours are 7:30 a.m. to 4:30 p.m. Monday through Friday. A variety of sizes will be available so advance measurement is NOT required. *MSC Ardmore students may pick up caps and gowns at Murray on Main, located at 106 E. Main in downtown Ardmore.* **The graduation fee of \$75 must be paid before you can pick up your cap and gown. The MSC Tishomingo Bookstore and Murray on Main in Ardmore will have a list of students who have paid this fee.**

Announcements: Commencement announcements for your family and friends may be ordered from the MSC Bookstore. Call 580-387-7243 to inquire about these now!

Commencement Exercises: Commencement exercises are scheduled for 7 p.m., Friday, May 14. Graduates are to check in for procession line at 6:15 p.m. in Fletcher Auditorium. **The ceremony will take place outdoors on the north side of the Administration Building.** Seating will be provided for graduates, with some seating for family. Family members are invited to bring lawn chairs to ensure seating.

In case of inclement weather: Commencement will be moved to Fletcher Auditorium with times and check in to remain the same. There will be no guest access to the inside ceremony (only graduates, faculty, staff) due to COVID concerns. Commencement will be livestreamed at mscok.edu and recorded to YouTube.

Diplomas & Transcripts: After end of term 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 you in June for spring graduates and in August for summer graduates. The degree and date earned will be posted on your transcript.

Alumni Information: In just a few short weeks you will join the ranks of MSC alumni. Be sure the Registrar's Office has your permanent address, email and telephone on file. Your MSC family wants to stay connected! For additional information contact acaskey@mscok.edu or 380-387-7101.



CHECK SHEET FOR POTENTIAL GRADUATES

REMEMBER:

- Pick up cap and gown from MSC Tishomingo Campus Bookstore or Murray on Main in Ardmore; April 19 through May 14.
- The Registrar's Office will send one free transcript with your diploma if your account is clear and the graduation fee has been paid. Additional transcripts may be picked up free of charge at the Registrar's Office on MSC's Tishomingo campus. Transcripts can also be ordered for a fee through the National Student Clearinghouse at <http://www.studentclearinghouse.org/>.
- If your address changes, contact the Registrar's Office. Your diploma will be sent to the address listed on your graduation application.
- If you have received student loans, you MUST complete exit counseling by going to www.studentloans.gov.
- See the Business Office for account balance.



pat yourself on the back. ★ give yourself a high five. ★ do a victory dance.