Certification for Graduation

Only students who have been officially certified by the Office of Records and Registration may participate in the Commencement Exercises.

Two Final Steps toward Participating in December 2015 Commencement:

Once all requirements for the degree have been met, there are two final steps toward participating in the December 2015 Commencement Exercises:

1. determining that you have been officially certified academically for graduation; and
2. attending Graduation Rehearsal, picking up your certification card, admit tickets and diploma release form, and posing for the Class Photograph.

Step 1: Official Notification of Certification

The Office of Records and Registration will certify students academically and grant them permission to participate in the Commencement Exercises. Students MUST visit that office between Monday, December 14, 2015, and Wednesday, December 16, 2015, to determine if they have been certified academically for graduation. Under no circumstances should they wait until after December 16, 2015, to make that determination. No certifications will take place on the day of Rehearsal or the day of Commencement.

Students must determine whether or not they have been certified for graduation in person. Certification information will not be available by telephone or other means of electronic communication. Students will be required to present a photo ID to secure certification information.

Notification of Non-Certification for Graduation Not Met: If students are informed by the Office of Records and Registration that they have not been certified for graduation, they should report immediately (before December 16, 2015) to the appropriate college/school location (noted below) to determine what requirements remain unfulfilled:

- The College of Liberal Arts  Dean’s Office—206 Holmes Hall
  10:00 a.m. to 4:00 p.m.
- The School of Architecture and Planning  Dean’s Office—104 Center for Built Environment and Infrastructure Studies
- The School of Business and Management  Student Services Office—407 Business & Management Center
- The School of Community Health and Policy  203 Portage
  8:30 a.m. to 4:00 p.m.
- The School of Computer, Mathematical and Natural Sciences  Dean’s Office—200 Dixon Research Center
Students who have not been certified when they first contact the offices noted above should remain in contact with the Office of Records and Registration to determine whether their names have been added to the list of certified students. However, they should not wait until after December 16, 2015, to do so.

**Step 2: Picking Up Certification, Admit and Diploma Release Cards at Graduation Rehearsal**

Once students have determined that they have been certified to graduate and to participate in the Commencement Exercises, they are authorized to attend Graduation Rehearsal.

*All certified graduating students must attend the Graduation Rehearsal on Thursday, December 17, 2015.*

Rehearsal for **graduate students** (those receiving the doctorate and the master’s degree) will be at 9:00 a.m. on Thursday, December 17, 2015, in Hill Field House.

Rehearsal for **undergraduate students** (those receiving the bachelor’s degree) will be at 10:00 a.m. on Thursday, December 17, 2015, in Hill Field House.

**Class Photograph:** At the end of Rehearsal, students will pose for a Class Photograph. Please see the posted notice on “Mandatory Attendance at Graduation Rehearsal” for specific instructions relative to this photograph and appropriate attire for it.

**Picking Up Certification Cards, Admit Tickets and Diploma Release Forms:** After posing for the Class Photograph, students will report to the designated locations for their college/school to pick up the following materials:

**Certification Cards:** Each student will be issued one (1) Certification Card. Only that student may use the Certification Card issued to participate in Graduation Exercises on Friday, December 18, 2015. The Certification Card will bear the student’s name and discipline and a special code that prevents duplication of the card. Once the student receives the card, he/she should secure it in a safe place. **A student cannot be admitted to participate in the Graduation Exercises on Friday without the Certification Card.**

**Admit Tickets:** Guaranteed admission to the Field House for the December 2015 Commencement Exercises will be by Admit Ticket only. Graduating students will be given six (6) Admit Tickets, and they should distribute them to selected relatives and friends. Other relatives and friends may view the commencement in the Theater of the University Student Center.

**Verification of Participation in Commencement and Diploma Release Forms:** Each student will be given a Verification of Participation in Commencement and Diploma Release Form. The student should fill in his/her name and MSU ID number prior to the Commencement Exercises on Friday. Each student must remain until the end of the Commencement Exercises and submit this completed form to the ushers when leaving the arena in the Academic Recessional.

After students have completed these two steps, they will be prepared to report, **on time**, by 8:30 a.m., for the Commencement Exercises on Friday morning, December 18, 2015.