



MID-CONTINENT UNIVERSITY

2009 Fall Commencement Information

Dear Prospective Graduate:

Congratulations on your accomplishment! The following information may be helpful as you prepare for your special day:

- A brunch will be held in your honor on Dec. 12th at the Mid-Continent University campus. An invitation is enclosed in this packet – **please do not neglect to RSVP.**
- Commencement exercises will begin at 3:00 pm on December 12, 2009 at Mayfield High School, 700 Douthitt St., Mayfield, KY.
- Please be at the school **promptly at 1:00 pm** for group photos. Please enter at the front door and ushers will direct you.
- Advantage students will receive gowns from their advisors. Traditional students may pick up gowns in the Registrar's Office.
- Nursery services are not provided; please make prior arrangements.
- Graduates are to wear dark attire and shoes.
- No chewing gum during the ceremony.
- A photographer will be available to take family photos after the ceremony.
- In case of an emergency, please leave the following phone numbers with someone:
 - 270-705-4573 – Charles Ford (cell)
 - 270-705-4566 – Laura Butler (cell)
 - 270-247-8521 – MCU main number
 - 270-247-4461 – Mayfield High School main number

When degree requirements are completed your degree will be posted and your diploma ordered. Degree completion means that **ALL** grades, transcripts, test scores, ACE, CLEP, Portfolios, etc. have been received by the Registrar's Office and recorded.

If you do not receive your diploma, it may be for one or more of the following reasons:

- You have grades outstanding,
- You have not completed the current term,
- You are taking classes after commencement,
- You have transcripts from other institutions that have not been received by the Registrar's Office,
- You have not completed the requirements for your degree,
- Your application for graduation was received after the deadline,
- You currently owe a bill.

If you have questions, please contact your advisor.

Diplomas are ordered after all documents are received and recorded in the Registrar's Office and degree requirements are complete. If you participate in the commencement ceremonies and still have six hours remaining, these hours must be completed in January 2010. If not, you must complete a Reapplication for Graduation form and pay the \$25 fee to have your degree posted at the next posting date.

If you move, please complete the Change of Address form found at the University website and return it to the Registrar's Office. **Failure to notify the Registrar's Office of a change of address will delay the receipt of your diploma.**

All requests for transcripts must be in writing. Request forms and information can be found at the University website. Please allow three days for processing.

Please check the University website for additional information. If you have any questions, please contact the Registrar's Office at 270-247-8521 – extensions 228, 240, 278, or 242.

May the Lord bless you in your service to Him!

In Him,

Yvonne Yates, Registrar
Enclosures