OFFICE OF THE REGISTRAR

March 4, 2025

Dear FIRST_NAME LAST_NAME, ID,

Congratulations on your graduation!

To assure an orderly degree/diploma distribution, you must make an appointment to pick up your original degree/diploma in person from the **Office of the Registrar service desk,** located in the **east end of College Hall,** between 8:00 am and 4:00 pm starting Monday March 17, 2025 and running through Friday March 21, 2025 and every Wednesday thereafter. To make an appointment, kindly click here.

Please also note that we will <u>not</u> be able to deliver your degree/diploma to you if you do not follow these directions:

1. Complete your online clearance process before making your appointment.
2. Complete the Diploma Receipt Form <u>prior to coming to campus for your appointment and bring it with you.</u> **DO NOT EMAIL US THE SIGNED FORM.**
3. Bring at least one form of government- or university-issued identification.
4. Complete the Authorization Form if you are unable to come to campus at your assigned date and time and would like someone else to pick up your original degree. Be sure to follow the instructions on the Authorization Form carefully.
5. If applicable, secure any missing documents from your file as communicated to you earlier.

For degree students only (diploma students do not march in commencement nor receive a degree jacket):

- If you are marching in the commencement exercises of May 30 and 31, 2025, you will receive the degree jacket during the commencement exercises. If you are not attending, you may pick up the jacket along with your degree at your scheduled appointment.

- In case you wish to obtain another degree jacket, you can purchase one for $10 USD. The Office of the Registrar service window team can assist you in this regard.

If you require an authenticated copy of your degree, you must pick up your original first and then submit a copy for authentication through the [document ordering system](#).

Kind regards,

Office of the Registrar