



## OFFICE OF THE REGISTRAR

June 3, 2025

Dear FIRST\_NAME LAST\_NAME, ID,

Congratulations on your graduation!

To assure an orderly degree distribution, you must make an appointment to pick up your original degree in person from the **Office of the Registrar service desk**, located in the **east end of College Hall** between 8:00 am and 3:00 pm starting Monday June 23, 2025 and running through Friday July 4, 2025 and every Wednesday thereafter. To make an appointment, click [here](#).

**Please also note that we will not be able to deliver your degree to you if you do not follow these directions:**

Complete your [online clearance](#) process before making your appointment.

1. Complete the [Diploma Receipt Form](#) prior to coming to campus for your appointment and bring it with you. **DO NOT EMAIL US THE SIGNED FORM.**
2. Bring at least one form of government- or university-issued identification.
3. 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.
4. If applicable, secure any missing documents from your file as communicated to you earlier.

If you participated in the commencement exercises of May 30 and 31, 2025, we recommend that you bring the degree jacket that you received during the commencement with you to the degree pick up appointment so that you directly place your degree in it to ensure your degree is better protected.

If 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.

You are eligible for one (1) free degree jacket if you did not participate in the commencement exercises of May 30 and 31, 2025 and did not already pick up your degree with a jacket because you graduated in summer or fall.

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

---