

Message 8 - sent about 3 weeks prior to commencement

Subject Line: Tips to make receiving your diploma simple

The end of the semester is approaching fast. To make sure your degree is awarded without a hitch, here are some **things you need to know**:

If you have any **incomplete grades (I's instead of A's, B's, C's, or D's) from previous semesters**, talk to the instructor of the course to make sure you get your work completed in time for a grade to be submitted before finals week. If you don't get your work in on time, your incomplete may convert to a failing grade. **No student can graduate with an incomplete on their record.** (Note: If an incomplete is assigned this semester, some students may be able to complete work within a few days after the end of the semester, and still graduate, but that's very unusual.)

Make sure any debts to the University are paid. **Unpaid debts will prevent you from getting your transcript**, and that could keep you from getting that great job.

Check your diploma mailing address and update it, if necessary, **through the "Graduation Application Status" on the portal** by clicking Student SS tab, Graduation Application Status. You'll be asked to review your address again at cap and gown pick up. NOTE: The address change process for other addresses will not work to update Diploma Mailing Address.

This is the eighth in a series of e-mails to candidates for graduation. If you did not receive previous ones, please visit our website: <http://semo.edu/commencement>, "Commencement Notifications." Please be sure to watch your SE e-mail for more information. Do not use "Reply All" because it will send your message to a non-existent address. Questions should be e-mailed to your advisor or graduation@semo.edu.

Reminder: participation in commencement is divided by the college of your major, as follows:

| Name of College | 10:00 a.m. | 2:00 p.m. |
|---|------------|-----------|
| College of Education, Health & Human Studies | X | |
| College of Humanities and Social Sciences | | X |
| College of Science, Technology, Engineering and Mathematics | | X |
| Harrison College of Business and Computing | X | |
| Holland College of Arts and Media | | X |