FAQ for the Graduating Senior

Semester of Graduation

How will I know I am on track for graduation?
Students will receive an email from our office indicating you are “On Track” for graduation. The email is usually sent out the first week of classes. You should receive the email prior to the last day students can add courses via the web. If you should receive an email that states you are “Not Clear” for graduation, students should immediately contact their advisor.

I received a “Not Clear” email, but I am registered for all my classes?
With the number of students slated for graduation, you may have received this email in error. If this happens, please contact your advisor. Students who are taking or have taken courses elsewhere, but have not sent a transcript to Texas Tech will receive this email. Students cannot be officially cleared for graduation until all transfer work has been posted.

Where do I purchase my cap and gown and or invitations?
You can purchase all academic regalia through the Barnes and Noble bookstore (Student Union Building) or other local bookstores. However, you can only purchase the TTU stole through Barnes and Noble. It is strongly suggested you purchase your regalia no later than two weeks prior to Commencement to be sure your size is available. Invitations can be ordered through The Balfour Company http://shop.balfour.com/smi131657/catalog/category/view/s/personalized-college-announcements/id/312673/.

I think I will be graduating with honors, how do I know if I am eligible?
Students who are eligible to graduate with honors if their pure Texas Tech University is at least 3.500. Students must have a minimum of 48 hours to graduate with honors. Only grades earned at Texas Tech University are counted and the only cumulative GPA without grade replacements is used to calculate hours.

I am eligible to graduate with honors, but I am not sure which designation I will be?
The minimum GPA to graduate with honors is a 3.5. Below is the breakdown of each honors designation.

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Honors Designation</th>
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<tbody>
<tr>
<td>3.5-3.60</td>
<td>Cum Laude</td>
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<tr>
<td>3.7-3.89</td>
<td>Magna Cum Laude</td>
</tr>
<tr>
<td>3.9-4.00</td>
<td>Summa Cum Laude</td>
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When will I receive information about graduation?
About midway through your last semester you will receive an email detailing commencement information. This will include location, time, and reception information. The final email will be sent once ALL grades are posted for your graduation semester. This email will indicate if you are eligible to participate in the commencement ceremony.

I have decided to change my graduation date, what do I need to do change it?
You will need to email your academic advisor indicating your desire to change your graduation date. Once a change of graduation date is received your status will be updated in our office.

I failed a class my last semester, what happens now?
Contact your academic advisor immediately. Your advisor will discuss your options for completing your degree. At this time your graduation date will be moved and a time ticket issued so that you may register for your final semester.
Day of Graduation

Where do I go to check graduation?
All students will need to enter through the drive-in bay entry located at the north end of the United Supermarkets Arena (the ramp in the middle of the parking lot on the north side). You will locate the University Studies table to check-in.

When can I check-in for graduation?
Typically we ask students to arrive during the designated time frame set by the University Studies Graduation Coordinator. This information is usually sent to students via their TTU email in the semester of graduation. Students need to check in no later than 30 minutes before the ceremony is scheduled to begin. If you arrive late, we cannot insure you will be placed in the correct position when graduates proceed into United Supermarkets Arena.

What happens if I forget to bring my graduation stole or the tassel falls off my cap?
Barnes and Noble usually has a table near check-in on site. You can purchase the missing items from them.

What happens when I check-in?
You will be given a photography card. On this photography card it will have the assigned row and seat number for the practice court. You will also be given a graduation survey as well. You will need to locate your seat in the Practice Court. You will need to remain in the Practice Court until it is time to proceed in the Arena for the ceremony. During this time, you can fill out the graduation survey. Graduation surveys can be returned to the check-in table. Typically someone from University Studies will be in Practice Court collecting surveys as well.

Can I decorate my cap for graduation or wear Mardi Gras beads around my neck?
No. The policy of the University Convocations Committee prohibits commencement participants from decorating their caps and gowns or wearing any accessories that are not an official element of the academic regalia. Academic Honor cords and medallions are considered official elements to the academic regalia.

Do I need to request tickets for the graduation ceremony?
No. Tickets are not required to attend the commencement ceremony. No formal RSVP is required for commencement.

Do we have a practice for commencement?
There is no practice for commencement for students.

I have a family member that needs special seating accommodations or assistance day of graduation, who can I contact?
You may contact Peggy Flores, Commencement Coordinator, Office of the Provost at 806-742-7050 or peggy.flores@ttu.edu to make arrangements.

How long is the ceremony?
Typically, the graduation ceremony is about 2 1/2 -3 hours.

Where can I go to pick up my diploma after commencement?
University Studies holds a reception immediately after the ceremony for December and May ceremonies only. Times and location are sent to students via email during the semester of graduation. The
information is also listed in the commencement program. There is no reception after the August ceremony. All diplomas are mailed to August graduates.

I won’t be able to attend the ceremony and/or reception, how can I pick up my diploma?
Students can pick up their diplomas in the University Studies Office located in Drane Hall 164. Diplomas are held in the office for about a week after commencement. After that, diplomas that have not been picked up will be mailed to the diploma listed on the Intent to Graduate on file.

My diploma address has changed since filing my Intent to Graduate, what do I need to do to get that information corrected?
You can send your University Studies advisor the new address via email. Your advisor will then forward the information to the Graduation Coordinator for updating. You will also need to update your information on Raiderlink.

I received my diploma, but the information on it is incorrect?
You will need to contact University Studies office at 806-742-7100. In order to receive a corrected diploma, you will need to send the original diploma to our office. Our address is: University Studies, Box 41006, Lubbock, TX 79409-1006. Once the information has been verified, a new diploma will be ordered. This can take several weeks depending on how busy the printing department is. Once the new diploma has been received, it will be mailed to the student.