

## Where is my diploma?

At MCC, diplomas are created and sent to graduates 6-8 weeks after the commencement ceremony. This allows for faculty grade entry, late grades, completion of classes that end after the normal term end, such as Career and Technical Education (CTE) programs. It also allows for final graduation checks, consultations with advisors and Division Chairs when questions arise, addition of PTK seals, re-calculation and changes to graduation honors, and checking of financial and library accounts.



This timeline does not include graduates who did not meet the posted graduation application deadlines, who have transfer transcripts pending, or who have other outstanding requirements or missed other deadlines. Missed deadlines may delay the receipt of the diploma beyond the normally expected times.

## But I need to prove I graduated...

The diploma is not proof of graduation and should not be used as such, nor should the Commencement Program or other unofficial document. Use and acceptance of such unofficial documents can lead to diploma fraud, identity theft, etc.

Official proof of degree or certificate completion is presentation of the Official College Transcript showing conferral of the degree or certificate. Generally other colleges, certification and state agencies, and employers require a copy of the official transcript received either directly from the college or in a sealed, unopened envelope which has not passed through the student's hands and is not marked "Issued to Student." This assures the recipient that there has not been any tampering or changes made to the document that they receive. This is the accepted business and academic process for proof of degree, certificate, and course completion.

## So what do I need to do?

1. First, log onto your "MyMCC" student account to be sure that your degree has been posted to your Unofficial Academic Records.
2. If your degree has not been posted, check your MCC StudentMail to see if there have been messages sent regarding the status of your degree or certificate. If your requirements are deficient, you will not be receiving a diploma. If you have questions you should contact your academic advisor. (Remember, graduation not only has course requirements, but minimum grade requirements, minimum GPA requirements, and your financial and other accounts must be clear.)
3. Check your "LO" local address and be sure it is correct. If you change it or have changed it online, be sure you have a forwarding address on file with the Post Office as your diploma may have already been sent and would then go to the forwarding address or returned to the college.
4. To request Official Transcripts be sent to another college or university, employer, prospective employer, etc., log onto your "MyMCC" account. Transcripts print out immediately after you request them online and are sent within 3-5 business days. Allow for mailing time after that for them to reach their destination.
5. After July 1<sup>st</sup>, (for Spring Graduates), September 15<sup>th</sup>, (for Summer Graduates), or February 1<sup>st</sup> (for Fall Graduates) if you have not received your diploma, contact the MCC Records Office by logging onto your StudentMail account and sending an e-mail to [connie.mese@morganc.edu](mailto:connie.mese@morganc.edu)