

Have You Checked.....

Local Address

Correction can be made on your Student Services Center in MyZou.

Permanent Address

Permanent address corrections should be made by March 1st on your Student Services Center in MyZou. Your diploma will be mailed to the Permanent address.

Diploma Name

The name you want printed on your diploma will be the same as is listed in the University's database. In order to change this, you will need to go to the Admissions Office, 230 Jesse Hall. Please bring your driver's license, social security card, marriage license, or passport showing your current name. **NAMES WILL NOT BE CHANGED AFTER MAY 15.**

Diploma

Your diploma will be sent to your Permanent Address approximately 14-16 weeks after graduation. Please make sure this address is updated in your Student Services Center in MyZou. (Address changes cannot be made over the phone.)

Make sure all fees or outstanding charges have been taken care of and you have no Holds on your account or your diploma will not be mailed out to you. For diploma questions and information please send an e-mail to:

Diploma@Missouri.edu

Degree Verification

Please verify that you have completed all degree requirements for your JD degree. A form is on the Law School Website or you may pick up a copy in room 203.

Where do I go for.....

Cap, Gown & Hood Orders

Individuals taking part in MU ceremonies and/or receiving bachelor's, master's and doctorate degrees are required to wear academic regalia representing their respective degrees.

University Bookstore is the place to go to rent your regalia for your Hooding Ceremony. You will need to order a Doctorial Law cap, gown and purple tassel. (You will keep the cap & tassel but RETURN the gown & hood.) The price for rental will be approx. \$61.00. There will be a **Grad Fair on March 3 & 4 at the University Bookstore** where you can take care of ordering all your regalia and graduation needs.

If you are unable to order during this time, please order by April 15 to avoid a late charge of \$10.00. The absolute last day to order by is May 5, you will be charged the \$10.00 late fee and there is no guarantee that your school colors on your hood will be correct.

You will only receive your cap, gown & tassel when you pick up your regalia as the hoods will be delivered to Denise in 203 for preparation for the hooding ceremony.

Remember to return your regalia to the Bookstore on Monday, the day after our ceremony.

Hooding Ceremony Announcements

C. B. Announcements
P.O. Box 781,
Manhattan, KS 66505
800-433-0296
(Example in rm. 203)

Hooding Ceremony Photographs

Photographs are taken by **Chappell Graduation Images**, (800-424-3686). Photos are taken of graduate as they are hooded on the stage.

Transcripts

Transcript requests can be made in person, by mail, fax or on-line. In all instances, your signature or PawPrint and Password are required for release. Each official transcript costs \$10.00. Office of the University Registrar Transcript Department is located in 130 Jesse Hall. You can fax your signed request to 573-884-8382. If you want a transcript that includes your final semester grades and your degree, please indicate on your request to "HOLD FOR DEGREE." This will hold your request until your final grades and degree are posted.

Privacy Holds ~ Important to READ!!

If you have exercised your right to place a privacy hold on your student record this will prevent the University from releasing any information without your written request. This hold will prevent your name from appearing in the commencement bulletin and in your local newspapers. If you would like your name to appear, you must supply a written permission (include full name and Student ID Number) by Monday, March 9 or you can remove the privacy hold thru your Student Services Center in MyZou. E-mails cannot be accepted as a form of permission since your signature is required. This should be delivered to 79 Jesse Hall or faxed to 884-4997. If you have removed the Privacy Hold from your student account or have any questions, please send an E-mail notification to: Commencement@Missouri.edu

Law School Graduation Reception

When: May 15, 2009

Where: Reynolds Alumni Center
In the Great Room

Time: 4:00 pm to 6:00 pm

Attire: Business Casual

RSVP: Admissions Office
103 Hulston Hall
With # of attendees

(Invitations will go out in mid April.)

Due by: April 30th

Hooding Ceremony

Your Hooding Ceremony will be on Sunday, May 17 at 1:30 pm in the Jesse Hall Auditorium. *Please gather in Room 7 at the Law School no later than 12:30.* At that time, please sit in the seat with your name on it. Names are arranged alphabetically and are in the order in which you will enter and sit in Jesse Hall. You will receive instructions in room 7 beginning at 12:45.

There are no tickets or limitation on guests for the Hooding Ceremony. There are no reserved seats other than those roped off for the graduates and assisting staff. There are handicapped accessible areas on both levels of Jesse Hall and the doors will open at approximately 12:45 p.m. for families to begin seating themselves.

Hooding Ceremony Reception

A cookies and punch reception will be held in the courtyard on the East side of Hulston Hall immediately following the Hooding Ceremony. Please plan to stop by with your family and friends to say farewell to your colleagues.

CHECKLIST:

- _____ Attend Grad Fair March 3rd & 4th
To order academic Regalia
(In Brady Commons)
- _____ Verify Degree Requirements
- _____ Announcements
- _____ Check Local Address on your Student
Services Center in MyZou
- _____ Check Permanent Mailing Address on
your Student Services Center in MyZou
(for diploma mailing)
- _____ Check Your Name on your Student
Services Center in MyZou
- _____ RSVP for the Law School Graduation
Reception (in room 103 by April 30.)

MU Commencement Ceremonies

For complete listing of places and times of ceremonies visit www.missouri.edu/~grads

For questions contact:

N. Denise Boessen
Coordinator, Records & Registration
University of Missouri
School of law
203 Hulston Hall
Columbia, MO 65211-4300
boessenn@missouri.edu
573-882-8269



Important Information & Checklists for

The School of Law Hooding Ceremony

**May 17, 2009
1:30 pm**

Jesse Hall Auditorium