



## Frequently Asked Questions

**Q: What do I need to do to apply for Graduation?**

**A:** Visit the Registrar's page on the UMO website at <https://mymoc.moc.edu/academic/registrar/Graduation/default.aspx>

**Q: What if I miss the application deadline for the semester in which I plan to graduate?**

**A:** Contact your Location Representative or the Office of the Registrar.

**Q: What if I get married and my name changes after I apply for graduation? Can I change my name on my diploma? How?**

**A:** Yes, Contact the Office of the Registrar or visit the UMO Website to complete the change of name form at <https://mymoc.moc.edu/academic/registrar/Frequently%20Requested%20FORMS/default.aspx>

**Q: Can I get a letter from the University stating that I will graduate at a certain time so I can get a job before I actually graduate?**

**A:** You will need to contact the University Registrar ([dbourgeois@umo.edu](mailto:dbourgeois@umo.edu)).

**Q: How and when do I order and pick up my cap and gown?**

**A:** You can order your cap/gown after you have applied for graduation by clicking on the following Icon:



**Q: When will I get my diploma?**

**A:** If all of your requirements have been met and you have a "zero" balance with the University, you will receive your diploma through the mail within 2 to 3 weeks after graduation.

**Q: What information is on my Diploma?**

**A:** On the undergraduate diploma:

- The University's name
- The University seal
- Your name as it was given to the University on your graduation application.
- The degree awarded
- Any honors and distinctions
- The date your degree was awarded
- Signatures of the chairman of the Board of Trustees, President of the University, Vice President of Academic Affairs, and the Registrar

**Q: What grade point average is necessary to achieve honors?**

**A:** Bachelor Degree Candidates

3.700 – 3.799 Cum Laude

3.800 – 3.899 Magna Cum Laude

3.900 – 4.000 Summa Cum Laude

Associate Degree Candidates:

3.700 – 3.899 Honors

3.900 – 4.000 High Honors

To be eligible for honors, students must have earned at least 45SH in residence (no grade below a "C") at the University.

\*You will be able to pick up your Honor Chords during the line-up on graduation day!

**Q: If I don't attend Commencement exercises, how can I get a Commencement Program?**

**A:** Contact the Office of the Registrar.

**Q: Where can I find out about internships and jobs after graduation?**

**A:** Contact Career Services via the UMO Job Network at [www.collegecentral.com/umo](http://www.collegecentral.com/umo)

**Q: How do I stay in touch with the University? What does it mean to be an alumnus/alumna?**

**A:** Visit our web site at [www.umo.edu/alumni](http://www.umo.edu/alumni) and stay in contact with the Alumni Association.

**Q: What if I have a question about my records after I have graduated? Who do I call?**

**A:** Contact the Office of the Registrar at 919-658-7835

**Q: How do I get a duplicate diploma?**

**A:** Contact the Office of the Registrar or visit our website at

<https://mymoc.moc.edu/academic/registrar/Frequently%20Requested%20FORMS/alumForms/Diploma%20Request%20Form%202014%20StudentAlumni.pdf>

**Q: How do I get a transcript?**

**A:** Visit the Registrar's home page at <https://mymoc.moc.edu/academic/registrar/Transcripts/default.aspx>

**Q: When will my final grades be reflected on my transcript?**

**A:** After grade processing, usually occurs about a week after classes have ended.

**Q: What happens if I do not complete my degree requirements by graduation day?**

**A:** If you fail to meet academic standards or to complete all degree requirements, you will be removed from the graduation line-up. You will need to **re-apply** for the next graduation ceremony.