

Dear Graduation Applicant:

**You are receiving this letter because you have applied to graduate in December 2011. This letter contains IMPORTANT information about your graduation! The attached questionnaire must be completed and submitted regardless of whether or not you will be graduating as originally planned or participating in the graduation ceremony. We ask that you reply by Friday November 11, 2011.**

Graduation/Commencement Exercises to be held for ALL Campuses:

**Thursday December 15, 2011 at 7:00 pm**

Mid-State Technical College students who have petitioned for graduation and plan to participate in Commencement are required to wear a cap and gown. Enclosed is a Graduation Questionnaire which includes cap and gown ordering information that must be completed and returned to your Campus Office. Cap and gown orders require significant lead time for processing. Please return your completed questionnaire, whether you intend to participate in commencement or not, no later than **Friday November 11, 2011.** The graduation fee of \$25, charged to your student account, covers the cost of your cap and gown as well as administrative costs associated with the awarding of your degree.

Please note that participation in commencement is not required in order to receive your degree, nor does participation in commencement guarantee the awarding of your degree. A final audit will be conducted upon the submission of final grades at which time your degree will be awarded accordingly. Your diploma will be mailed to you at the address listed above approximately six weeks following the end of the semester.

When and Where to Pick Up your Cap and Gown

Your cap and gown will be available for pick up from the Campus Office location where you are participating in Commencement. Please watch for signs announcing the arrival of caps and gowns. Generally, they arrive just days before the ceremony. Announcements and Honor Chords may be purchased at Campus Bookstores. The Honor Chord list identifying Honor Chord recipients and chord colors (gold, silver or bronze) will be available at your Campus Bookstore after December 1<sup>st</sup>.

**Rehearsal Information**

It is highly recommended that you attend rehearsal, attendance will be taken.

Wisconsin Rapids  
MSTC Building E  
Gymnasium  
Thursday, December 15  
1:00pm

Stevens Point  
UWSP-Dreyfus UC  
Melvin R. Laird Room  
1015 Reserve Street  
Thursday, December 15  
1:00pm

Marshfield  
Holiday Inn & Convention Center  
Holiday Inn Ballroom  
Thursday December 15  
6:00 pm

**Thank You and Congratulations!**

**ALL Grad Candidates must return this questionnaire to finalize the Graduation Application Process. Please return to the contact person listed below, located at your Campus Office.**

Wisconsin Rapids Campus  
Debbie Hafermann  
715-422-5530

Stevens Point Campus  
Betsy Kuzynski  
715-342-3112

Marshfield Campus  
Krisann Saindon  
715-389-7000

**PLEASE RETURN NO LATER THAN FRIDAY NOVEMBER 11, 2011**

Spelling of name to be printed on diploma \_\_\_\_\_

Program(s) graduating from \_\_\_\_\_

Personal Email Address \_\_\_\_\_

Are you planning to participate in Commencement on Thursday December 15?  Yes  No  
*If you answered Yes, please complete the remainder of this questionnaire*

With which campus will you be participating in Commencement?  
 Wisconsin Rapids  Stevens Point  Marshfield  
Will you require handicap seating?  Yes  No

Approximately how many guests will accompany you? \_\_\_\_\_  
Will any of your guests require handicap seating?  Yes  No

**CAP & GOWN MEASUREMENTS:**

Male  Female      Weight (lbs.) \_\_\_\_\_ (required)

**Put an X in the box below that matches your height**

1	2	3	4	5	6	7	8	9	10
4'6"-4'8"	4'9"-4'11"	5'0"-5'2"	5'3"-5'5"	5'6"-5'8"	5'9"-5'11"	6'0"-6'2"	6'3"-6'5"	6'6"-6'8"	6'9"-6'11"