

## Diploma Order Form

Please complete this form or email this information and return to:

**Terri Walker**

Office of the Vice President for Academic Affairs and Dean of the College

Mary Baldwin College, Staunton, VA 24401

(Phone: 540-887-7030; Fax: 540-887-7130; email: [twalker@mbc.edu](mailto:twalker@mbc.edu))

**TO: All Graduating Seniors (PEG, RCW/Traditional, VWIL) – September 2011, January 2012 and May 2012**

1. Please *print legibly* below how you wish your name to appear on your diploma and in the Commencement program.

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2. Please print below the proper *pronunciation (with syllable accent)* of your name so that it will be pronounced correctly at Commencement.

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3. Degree:            (circle one)            B.A.            B.S.            B.S.W.

(Note: If you anticipate receiving the B.S. degree, *please* confirm with Dr. Lewis Askegaard, Associate Dean/Registrar, that you have satisfied all requirements for the BS. Please note, if you have two majors, one BA and one BS, you must select the diploma that you will receive, BA or BS. You cannot receive two diplomas or one BA/BS diploma!)

4. What is your Major(s)? \_\_\_\_\_

5. Anticipated date of graduation: (check one)

\_\_\_ September 2011

\_\_\_ January 2012

\_\_\_ May 2012

Annual Commencement ceremony is only held once each year. September, January and May graduates are all invited to participate.

6. Do you plan to march at Commencement on Sunday, May 20, 2012? Yes\_\_\_ No\_\_\_

7. Should we need to contact you, please give us the following information:

Preferred Email: \_\_\_\_\_ Preferred Phone # \_\_\_\_\_

Campus Box # \_\_\_\_\_

Permanent Home address (where you want your diploma to go, if mailed):

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Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note: The Registrar's Office has the "Application for Graduation—Undergraduate" form in their office located in Wenger+. Failure to complete and return to the Registrar the "Application for Graduation—Undergraduate" form and this "Diploma Order" form may result in your name being left off the diploma list and no diploma will be ordered for you.*

**Congratulations seniors...enjoy the remainder of your senior year!**