



## **PLEASE KEEP THIS PAGE FOR YOUR RECORDS**

### **COMMENCEMENT CEREMONY**

According to College policy, there is only **ONE** Commencement Ceremony at Simmons College, which is held in May for January and May graduates of the **current year** and August graduates **from the previous year**.

Further information about Commencement will be available at <http://www.simmons.edu/commencement> approximately one month prior to the May Commencement ceremony.

### **DIPLOMAS AND TRANSCRIPTS**

If you are a Master's degree candidate, your diploma will read "**Master of Science**", not Master of Library and Information Science. "**Master of Science**" is the professionally accepted degree from our School.

Diplomas may be picked up at Commencement or in-person from the Office of the Registrar two (2) business days after Commencement. A photo ID is required to pick up your diploma.

For January and August graduates, you will be contacted when diplomas are available. You may also have your diploma mailed to you by sending a request in writing to: Office of the Registrar, Simmons College, 300 The Fenway, Boston, Massachusetts, 02115. Requests must be accompanied by a check or money order for \$10 (made payable to Simmons College) to cover the cost of Certified Mail, which requires a signature upon receipt. Requests without a check will not be mailed.

A final official transcript will be provided upon written request, which can be sent to the address above or faxed to the Registrar's Office at 617-521-3144. Each transcript is \$3.

### **STATEMENT OF GRADUATION**

We are happy to provide a letter stating that all degree requirements have been met and that you will be recommended to receive the degree on the appropriate date. This is often useful for reimbursement or employment purposes prior to the availability of the final transcript. Please email [gslisHELP@simmons.edu](mailto:gslisHELP@simmons.edu) with your name, Simmons ID#, and postal address for where the letter should be mailed, and the date by which the letter is required.

### **LOCAL NEWSPAPER ANNOUNCEMENTS**

Upon your graduation, an announcement is automatically sent to your hometown newspaper regarding your achievement. The newspaper receiving your announcement is chosen based on its proximity to the zip code address you provided the Office of the Registrar. If you do not want a graduation announcement sent to your local paper or if you want the announcement sent to a specific paper (i.e., a publication that is further from your home) please contact: Rebecca Brown, Assistant Editor-In the Loop at [rebecca.brown6@simmons.edu](mailto:rebecca.brown6@simmons.edu) or at (617) 521-2146

### **CAREER SERVICES**

The Career Education Center is available to assist you in locating a job, changing jobs, and to assist you with establishing a placement file. They can be reached at: (617-521-2488)

### **ALUMNI RELATIONS**

Please keep in touch with Simmons! Visit [www.simmons.edu/gslis](http://www.simmons.edu/gslis) to keep up with the latest alumni news and events. To register for "Alumnet", go to: <http://alumnet.simmons.edu> using your SIMMONS ID # (and on the mailing label of the Review alumnae/I magazine, just above your name). Upon graduation, you may obtain an alumni card from the Alumnae/i Relations Office (617-521-2321). The card may be picked up in person at the Alumni/ae Relations office or by mail. Having an alumni card will allow you to continue using the library, media center, computer labs, and to obtain MFA passes. For a full list of alumni benefits, go to: <http://alumnet.simmons.edu>.

### **CONTINUING EDUCATION**

Please visit our website at [www.simmons.edu/gslis/continuinged](http://www.simmons.edu/gslis/continuinged) or e-mail [gslisce@simmons.edu](mailto:gslisce@simmons.edu).

To view our non-degree policy, go to: <http://my.simmons.edu/gslis/resources/forms/policies.shtml#non>.