

**From:** Graves, Gina G. **On Behalf Of** Brown, Rachel M.  
**Sent:** Monday, March 24, 2014 1:56 PM  
**To:** UMHS - MU Med School 2014  
**Subject:** Class of 2014 - Now that you've matched -- IMPORTANT Licensure/Degree Verification and Graduation information  
**Importance:** High

**To the Class of 2014:**  
**Congratulations!! You've matched!!**  
**Now...what comes next....**

**Subject:            IMPORTANT Degree Verification and Graduation information**

**Please review this email carefully as it contains important information regarding graduation rehearsal, graduation, diplomas, and licensure.**

- **Medical Degree Verification for licensure:** Shawn Owens in the OME currently processes all forms for verification that request completion by the medical school. After the form is completed, signed by the dean, and sealed with the school seal, it is forwarded to the program as requested. Instructions vary with different facilities, so be sure to bring a copy of the instructions if they are separate from the form itself.
- **Official transcripts:** If an official transcript is required with the verification, contact the Transcript Office in Jesse Hall. The transcript can be sent to you, directly to the residency program, or to Shawn in the Office of Medical Education (MA215 Medical Science Building) if it needs to be included with the licensing application she is processing. You may want to clarify with your residency program that your M.D. degree will be posted on **your transcript 1-2 weeks after graduation** and ask if they want to wait for the copy with the posted degree. Once you have clarified with your program, you can specify your request to the Transcript Office.
- **Information to complete licensing application:**
  - Name of School:** University of Missouri
  - Official graduation date on diploma:** **Friday, May 16, 2014.** This date, not your commencement ceremony date, will be what is written on your diploma and posted to your transcript. (**Note:** *Date of matriculation is the date your M1 curriculum began and does not include your M1 orientation. The correct date should be noted on your MSPE.*)
  - Notary Public:** There are two notary publics within the Office of Medical Education. They are **Suzanne Neff** and **Wanda Zinn**.
- **Copies of diploma:** Each graduate will receive three 8-1/2x11 copies of their diploma, with 2 of these notarized for licensing purposes. The plain copy of diploma may be kept as a master copy for future verification purposes. The diploma copies will be included in the diploma tube handed out at graduation. Following graduation, the graduate can contact the OME to receive additional copies, if needed. No copies of diplomas are distributed prior to graduation. If a copy is requested by a residency program, please let them know you will forward a copy as soon as it is available to you. (Dimensions of original diploma: 13 3/4" x 16 3/4")
- **Class of 2014 Composite:** Each graduate will receive a copy of the class composite. Photos taken by Columbia Composites. The composite will be included in the diploma tube handed out at graduation.
- **Graduation Rehearsal:** **Thursday, May 15, at 1 pm, in S255.** You will need to pick up your regalia prior to rehearsal and you will need to bring your hood with you to rehearsal. You will turn in your hood at rehearsal;

we will prepare them to have on stage for your hooding during the Commencement ceremony. (**Note:** *Previous classes have made arrangements to have a class group photo taken immediately preceding rehearsal while wearing full regalia.*) **Note:** For those who entered the GQ Drawing, names will be drawn and prizes awarded at graduation rehearsal!

- **Graduation Commencement Ceremony:** Saturday, May 17, at 12:00 p.m., Jesse Hall Auditorium. Tickets are not needed for family and friends to attend. **Graduates should arrive by 11:00 a.m.** and gather in the second floor mezzanine area in order to line up for the processional. OME staff will be on hand to assist with gowns, caps, etc. You may want to leave personal belongings (purses, cell phones, etc.) with a friend or family member as the mezzanine is an open area and unattended during the graduation ceremony.
- **University Hospital ID Badge:** After completion of graduation requirements, all graduates should return their UMHS student ID badge to the UMHS Human Resources Office located on the main floor of the hospital (**Room 1W-46**), west hallway just past the Purple Elevator bank.
- **VA Hospital Exit Requirements:** All graduates must ensure that all VA patient chart notes have been signed and their VA ID badge has been returned to the VA (VA Room D330). Graduates with incomplete VA requirements will have their diplomas held in OME.

If you have additional questions, feel free to contact us in the OME.

Thank you,

***Rachel Brown MD***

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