

Dear Graduating Students,

As you know, as a result of the coronavirus pandemic, UNE has made the difficult decision to postpone its College graduation celebrations and its University Commencement ceremony, which will be held at some point in the near future. We are in the process of evaluating our options for when these events can take place based on the continually evolving coronavirus situation, but please be assured that we will hold these events as soon as practical so that we can all celebrate your achievements.

Please also know that this will not affect the conferral of your degree or the receipt of your eDiploma and printed diploma. The College and University celebrations are wonderful events, but they represent the “party” that follows your graduation and are not required for you to actually graduate and receive your diploma.

Described below is the process and timeline by which you will complete your requirements and be officially graduated and provided with your UNE diploma:

- May 18, 2020 — Official awarding of all UNE degrees in Banner. Please note: degrees will not be conferred for students with incomplete or insufficient grades, or for students completing degree requirements over the summer. Students completing degree requirements after May 11 will have degrees conferred at the end of August.
- May 19-22, 2020 — Graduates will receive an email from Scrip-Safe with a verifiable electronic version of their diploma attached. The eDiploma cannot be printed, but the attachment can be emailed to potential employers. Graduates not receiving an eDiploma by Monday, May 25, should reach out to Brittany Brown (bbrown4@une.edu) in the Registrar’s Office.
- May 19 – July 3, 2020 — Scrip-Safe will print and package printed diplomas for mailing to each graduate. All graduating students will receive an email from stamps.com at their une.edu address, alerting them that the printed diploma has been mailed and providing a tracking number.

Below are the answers to questions that have been commonly asked by students and parents.

**1. When will my degree be awarded?**

- All degrees will be awarded in Banner on Monday, May 18, 2020.

**2. *How do I get an official transcript?***

- Official transcripts can be requested through self-service on UOnline or by mailing or faxing a Transcript Request form to the Registrar's Office.
- Instructions can be found at: [www.une.edu/registrar/records/academic-transcripts](http://www.une.edu/registrar/records/academic-transcripts).

**3. *Do I have to wait 4 to 6 weeks for my diploma to arrive in the mail?***

- No. Graduates will receive an email with a verifiable electronic version of their diploma from Script-Safe during the week of May 18.
- The diploma cannot be printed, but the attachment can be emailed to potential employers, posted on social media, or linked to their LinkedIn account.

**4. *What if I am not at the address I put on my Application for Graduation?***

- Access UOnline and select "View Graduation Application" to verify the address.
- If the address needs to be updated, send an email to Brittany Brown ([bbrown4@une.edu](mailto:bbrown4@une.edu)) in the Registrar's Office.

Office of the Provost  
Office of the Registrar