



## 2017-2018 Commencement Guide



Office of Records and Registration

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**NOTE:** The guide is intended to provide instructions and information for December 2017, May 2018 and August 2018 degree completers planning to participate in the Spring 2018 Commencement Ceremony.



September 21, 2017

Dear Prospective Graduate:

Our records show that you have earned enough hours to become a prospective graduate at Southern University at Shreveport (SUSLA)! You've made significant steps toward accomplishing your educational goals.

Our office has developed the *2017-2018 Commencement Guide* as a tool to provide you with all details regarding graduation. Students with the intention to graduate Tuesday, May 15, 2018 must ensure the following are complete by March 29, 2018:

- All transfer credit hours are posted to your permanent academic record. Please note all official transcripts must be received and evaluated by the Registrar's Office.
- All course substitutions are submitted by your academic advisor.
- All credit for Credit by Experience and Credit by Examination (CLEP) results are posted to your permanent academic record. Please note an official copy of your scores must be submitted to the Registrar's Office.

Updates regarding deadlines, commencement preparation, and all other graduate-specific commencement information will be emailed to the email addresses on file in the Registrar's Office. You are strongly encouraged to ensure your email account is active.

Additional questions or concerns may be submitted to the staff of the Registrar's Office located in the Leonard C. Barnes Administration building, room A-02 or you may contact Mrs. Tamia Jefferson at 318.670.9240 or [tjefferson@susla.edu](mailto:tjefferson@susla.edu).

Congratulations again on earning "prospective graduate" status and we pray you will have a successful academic year.

Sincerely,

Lalita D. Rogers, PhD  
University Registrar

**PART I**

**BEFORE**

**GRADUATION**

## **DISTINCTION BETWEEN GRADUATION AND COMMENCEMENT**

**Graduation** is the completion of all graduation requirements and official posting of a student's degree to his/her academic record.

All coursework and all other degree requirements must be completed prior to the degree conferral date for the graduation term. A degree cannot be conferred unless all coursework has received a final grade (NOTE: "I" grades are not final). Students enrolled as a visiting student at another institution during their final semester must complete all course work and the final grade(s) at the visited institution must be submitted by the final grades deadline date for graduation candidates as stated on Southern University at Shreveport's academic calendar.

**Commencement** is the ceremony for participating students who are eligible to graduate. The university confers degrees at the end of the spring only. The commencement ceremony recognizes summer, fall and spring degree candidates.

**Note:** Participation in the commencement ceremony **DOES NOT** constitute official graduation from the university.

Additional information about graduation and the commencement ceremony can be found on the university's [\*\*All Things Graduation\*\*](#) page.

- Student earns a minimum of 45 credit hours and is considered a potential graduate

Step 1



- Registrar's Office provides list of enrolled students to Division Heads to assist in identifying potential graduates

Step 2



- Student submits application for graduation to Registrar's Office and Regalia Order form to the Bookstore

Step 3



- Advisor prepares degree plan and Division Head submits the approved degree plan to the Registrar's Office by the designated deadline

Step 4



### No Academic Deficiencies

- Registrar's Office conducts the preliminary degree audit and notifies the student and advisor of the results via email

Step 5



- The student begins the graduation clearance process to include graduation check-out and graduation fee payment

Step 6



- Student provides completed graduation check-out form and proof of payment to the Registrar's Office by the designated deadline

Step 7



### Academic Deficiencies

- Registrar's Office conducts the preliminary degree audit and notifies the student and advisor of the results

Step 5



- The advisor resolves the academic deficiency (if applicable) and the Division Head provides documentation to the Registrar's Office for processing.

Step 6



- The student begins the graduation clearance process to include graduation check-out and graduation fee payment

Step 7



- Student provides completed graduation check-out form and proof of payment to the Registrar's Office by the designated deadline

Step 8



## REQUIREMENTS FOR GRADUATION

To receive the Associate in Arts, Associate of Science, Associate of Applied Science, Technical Diploma, or Certificate, a student must:

- ❑ Complete all course requirements in the prescribed program of study as prescribed in the University Catalog.
- ❑ Earn a minimum of 2.0 in all major courses.
- ❑ Earn a minimum cumulative 2.0 grade point average.
- ❑ All graduates must complete at least 25% of coursework through instruction offered by Southern University at Shreveport.
- ❑ **ALL FINANCIAL INDEBTEDNESS, INCLUDING FINES AND DISCIPLINARY SANCTIONS MUST BE CLEARED by March 29, 2018.**

### **Fall 2017 Critical Deadlines and Dates:**

❑ First day to apply for Spring 2018 Commencement ( <b>December, May and August Completers</b> )	July 1, 2017
❑ First day to add/drop classes for the Fall 2017 semester	August 28, 2017
❑ Final Day to Pay fees for the Fall 2017 semester ( <i>official census date</i> )	September 20, 2017
❑ Last day to submit Graduation Application to Registrar's Office	September 21, 2017
❑ Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>December completers</b> )	September 21, 2017
❑ Last day for advisors to submit Degree Plans for <b>December Completers</b>	September 21, 2017
❑ Last day to remove "I" grades for Spring 2017 and Summer 2017	October 9, 2017
❑ Deadline to order regalia (cap and gown) for Spring 2018 for <b>December Completers</b>	October 13, 2017
❑ First day for Spring 2018 Registration	October 16, 2017
❑ Deadline to submit the Graduation Application Term Change request for <b>December Completers</b>	November 1, 2107
❑ First day to complete Financial Aid Exit counseling for <b>December Completers</b>	November 1, 2017
❑ Last day to drop a class with a "W"	November 6, 2017
❑ First day for graduates to schedule the graduate proficiency exam. Please review the testing schedule at <a href="http://www.susla.edu/testing-assessment">http://www.susla.edu/testing-assessment</a> or contact Mr. Marquis Hall at <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. ( <i>Appointment Required</i> )	November 7, 2017
❑ Last day to complete Financial Aid Exit counseling Follow-up Survey for <b>December Completers</b>	November 15, 2017
❑ Deadline to submit the Graduation Clearance form for <b>December Completers</b>	November 16, 2017
❑ Deadline to pay graduation fee for <b>December Completers</b> ( <i>late fee applies</i> )	November 16 2017
❑ Deadline to submit the Graduation Clearance form for <b>December completers</b>	November 16, 2017
❑ Final grades due in Registrar's Office for <b>December Completers</b>	December 19, 2017

*Applications for Graduation and Degree Plans are due in the Registrar Office on or before September 21, 2017 for Fall 2017 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.*



### Spring 2018 Critical Deadlines and Dates:

<input type="checkbox"/> First day to apply for Spring 2018 graduation ( <b>May Completers</b> )	July 1, 2017
<input type="checkbox"/> First day to add/drop classes for the Spring 2018 semester	January 10, 2018
<input type="checkbox"/> Last day to order regalia (cap and gown) for May Commencement 2017	February 1, 2018
<input type="checkbox"/> Final Day to Pay fees for the for the Spring 2018 semester ( <i>official census date</i> )	February 5, 2018
<input type="checkbox"/> Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>May Completers</b> .	February 6, 2018
<input type="checkbox"/> First day for graduates to schedule the graduate proficiency exam. Please review the testing schedule at <a href="http://www.susla.edu/testing-assessment">http://www.susla.edu/testing-assessment</a> or contact Mr. Marquis Hall <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. ( <b><i>Appointment and proof of test fee payment required</i></b> )	Testing dates are available online.
<input type="checkbox"/> First day to complete Financial Aid Exit counseling ( <b>May Completers</b> )	March 1, 2018
<input type="checkbox"/> Last day to remove “I” grade	March 12, 2018
<input type="checkbox"/> Last day to drop class with a “W”	April 4, 2018
<input type="checkbox"/> Last day to complete Financial Aid Exit counseling Follow-up Survey	March 15, 2018
<input type="checkbox"/> Graduation Fair	March 29, 2018
<input type="checkbox"/> Last day to submit Graduation Application to Registrar Office ( <b>May Completers</b> )	March 29, 2018
<input type="checkbox"/> Last day for advisors to submit Degree Plans ( <b>May Completers</b> )	March 29, 2018
<input type="checkbox"/> Deadline to pay graduation fee <u>without</u> a late fee ( <b>May Completers</b> )	March 29, 2018
<input type="checkbox"/> Deadline to submit the Graduation Clearance form for ( <b>May Completers</b> )	March 29, 2018
<input type="checkbox"/> First day to retrieve commencement invitations from the bookstore ( <b>August, December &amp; May Completers</b> )	March 29, 2018
<input type="checkbox"/> Last day to submit the Graduation Application Term Change Request or Special Permission to Participate in Commencement Ceremony Request For	April 12, 2018
<input type="checkbox"/> Deadline to pay graduation fee to participate in May 2018 graduation ( <b>August, December, and May Completers</b> )	April 12, 2018
<input type="checkbox"/> Last day to secure fiscal clearance to participate in graduation ( <b>August, December, and May Completers.</b> )	April 12, 2018
<input type="checkbox"/> Deadline to retrieve invitations from the University Bookstore	April 19, 2018
<input type="checkbox"/> Final Grades due in Registrar Office	May 7, 2018
<input type="checkbox"/> Honors Verification/Distribution Day ( <b>August, December &amp; May Completers</b> )	May 14, 2018
<input type="checkbox"/> Commencement Rehearsal ( <b>MANDATORY</b> ) 9:00 A.M. Shreveport Convention Center	May 15, 2018
<input type="checkbox"/> Commencement 7:00 p.m. Shreveport Convention Center	May 15, 2018

Applications for Graduation and Degree Plans are due in the Registrar Office on or before September 21, 2017 for Spring 2018 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.



### **Summer 2018 Critical Deadlines and Dates:**

<input type="checkbox"/> First day to complete Financial Aid Exit counseling ( <b>August Completers</b> )	June 1, 2018
<input type="checkbox"/> First day of class for Summer Session I and II	June 4, 2018
<input type="checkbox"/> Last day to submit Graduation Application to Registrar's Office for <b>August Completers</b>	June 13, 2018
<input type="checkbox"/> Last day for advisors to submit Degree Plans for <b>August Completers</b>	June 13, 2018
<input type="checkbox"/> Deadline to pay graduation application fee for <b>August Completers</b> ( <i>late fee applies</i> )	June 13, 2018
<input type="checkbox"/> Deadline to submit documentation in consideration for degree completion (official transcripts from other institutions, approved course substitution forms, CLEP exam scores, Credit for Prior Learning (CPL), or Credit by Examination for <b>August Completers</b>	June 13, 2018
<input type="checkbox"/> Deadline to submit the Graduation Clearance form for <b>August Completers</b>	June 13, 2018
<input type="checkbox"/> Last day to complete Financial Aid Exit counseling Follow-up Survey for <b>August Completers</b>	June 13, 2018
<input type="checkbox"/> First day to apply for Spring 2018 Commencement ( <b>December 2018 Completers</b> )	July 1, 2018
<input type="checkbox"/> First day for graduates to schedule the graduate proficiency exam. Please review the testing schedule at <a href="http://www.susla.edu/testing-assessment">http://www.susla.edu/testing-assessment</a> or contact Mr. Marquis Hall at <a href="mailto:mhall@susla.edu">mhall@susla.edu</a> for details. ( <b>Appointment Required</b> )	Testing dates available online.
<input type="checkbox"/> First day of class for Summer Session III	July 9, 2018
<input type="checkbox"/> Last day to submit Graduation Application Term Change request for <b>August Completers</b>	July 15, 2018
<input type="checkbox"/> Final day to pay fees for Summer Session III ( <i>official census date</i> )	July 18, 2018
<input type="checkbox"/> Last day to drop class with a "W" for Summer Session III	July 23, 2018
<input type="checkbox"/> Deadline to order regalia (cap and gown) for Commencement 2018 ( <b>August Completers</b> )	August 1, 2018
<input type="checkbox"/> Final grades due in Registrar's Office for <b>August Completers</b>	August 7, 2018

### **LAST TERM OF ENROLLMENT**

Students should be currently enrolled in the semester for which they intend to complete degree requirements.

### **CONCURRENT DEGREES/DUAL DEGREES**

Students who earn two (2) or more certificates/degrees in the same semester must satisfy the requirements for both degrees and earn the following additional hours to receive a dual degree.

- Nine (9) related hours for Certificates
- Fifteen (15) related hours for Associate

Students are required to pay an additional fee of \$25.00 for any second diploma or certificate earned in the same semester. An additional graduation fee is required for degrees earned in a different semester (ex. Associate earned in December and Certificate earned in May).

## HONOR GRADUATES

Students who achieve certain academic distinction through earned grade point averages will graduate with honors. The cumulative grade point average determines the level of distinction. The following standards apply:

3.75 - 4.00 (with highest honor)	3.50 - 3.74 (with high honor)	3.1 - 3.44 (with honor)
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\*Scholastic honors for graduation are determined at the close of the semester prior to the semester of graduation.

## RESCINDING OF DEGREES AND CERTIFICATES

Southern University at Shreveport reserves the right to rescind the awarding of associate degrees and certificates if the university discovers that the degrees and certificates were awarded in error.

## RESIDENT CREDIT REQUIREMENTS

The University requires that each student seeking an Associate Degree must earn at least thirty (30) semester hours of credit as a resident attending Southern University at Shreveport.

## GRADUATION APPLICATION FEE

THE GRADUATION FEE IS NON-REFUNDABLE, and there is **NO** refund if caps and gowns are not used. If for any reason you don't meet degree requirements as planned, the fees will remain on file for one year.

The Graduation Fee of \$90.00 is **required** for each student who submits an Application for Graduation. Graduation fees cover the cost of assessing student records for eligibility to graduate, degree/certificate, etc. and must be paid prior to securing regalia (cap & gown). No graduation fees will be accepted after **April 12, 2018**. If you have earned two degrees in different terms, you will be required to pay the fee of \$90.00 for each degree.

In addition to the graduation fee, a commencement participation fee may be required. If applicable, students will be notified via SUSLA email.

## **FINANCIAL AID EXIT INFORMATION**

Prospective graduates who received financial aid (grants, loans or scholarships) must complete specific steps in order to receive graduation clearance on the Checkout Form from the Office of Financial Aid.

Southern University at Shreveport has adopted Transit, an online financial wellness course designed to give you the skills required to better understand and manage your finances. Transit will empower you to make well-informed decisions about your financial responsibilities before you make the types of decisions that could have consequences for years to come.

In addition to the financial aid wellness course required for all students, students who obtained a student loan must complete Exit Counseling. Exit Counseling provides important information you will need as you prepare to repay your federal student loans. Exit counseling is required when you graduate, leave school, or drop below halftime enrollment.

Please complete the steps below, if applicable:

1. ALL prospective graduates must complete an on-line financial aid wellness course, to include the final exam, available at <http://www.everfi.com>.
2. ANY prospective graduate who obtained a student loan must complete the exit counseling session available at [www.studentloans.gov](http://www.studentloans.gov) website. Please note you must have your FAFSA PIN number to complete this step. To obtain your FAFSA PIN number, please visit [www.pin.ed.gov](http://www.pin.ed.gov).

Instructions for completing the required steps for financial aid are as follows:

### ***Financial Wellness Course:***

1. Go to: <http://www.everfi.com/register>. Enter your Transit Registration Code: b79eb0d4
2. If you already have an EverFi Higher Education account go to the above URL and click Log in. Once signed in, go to your settings to add the Registration Code.
3. Please note the following:
  - a. Prepare to spend at least one hour to complete the process.
  - b. You will need Internet access and audio capabilities.
  - c. The course includes surveys to help personalize your experience and measure students' financial-related attitudes and behaviors. All survey responses are confidential: the school will only receive information about the student body as a whole and will never see individual students' answers.
  - d. After you complete the Final Exam, there is a mandatory intersession of 14 days before you will be able to access the Follow-up Survey.
  - e. Should you experience technical difficulties, click the "Help" button to access the 24/7 help center.
  - f. Achieve a 70% or higher on the Final Exam by March 1, 2018.
  - g. Complete the Follow-up Survey by March 15, 2018.

***Exit Counseling:***

1. Go to [studentloans.gov](http://studentloans.gov) web site
2. Click the green “sign in” tab
3. Enter information requested (your pin# is the same as your FAFSA pin #.)
4. Click on “complete counseling.”
5. Under “choose loan counseling type and section,” click on “Exit Counseling.”
6. You may now begin your exit counseling process.

**\*Exit Counseling** is required when you graduate, leave school, or drop below **halftime enrollment**. Exit Counseling provides important information you will need as you prepare to repay your federal student loan(s).

Upon completion of the steps above, please print the results and present it to the representative in the Office of Financial Aid for graduation clearance.

## **GRADUATE PROFICIENCY EXAM**

All prospective graduates pursuing an Associate’s degree (excluding certificates and diplomas), must register to take a graduate proficiency exam. The registration form is located on the SUSLA website ([www.susla.edu](http://www.susla.edu)) under Testing and Assessment. It should be completed and submitted to the testing lab via e-mail, fax, or hand delivered three weeks prior to testing dates.

Traditionally, the exam is administered during the months of November, March and July. You are strongly encouraged to visit the Testing Center’s website to verify testing dates. The website is <http://www.susla.edu/testing-assessment>.

**NOTE:** A \$36.00 fee is required for all students. Proof of payment (receipt) is required prior to testing.

## **GRADUATION CLEARANCE DAY**

The Registrar’s Office is committed to ensuring prospective graduates are prepared for graduation. With that in mind, we’ve developed Graduation Clearance Day for December completers secure all signatures required for graduation check-out.

Signatures must be obtained from the following to indicate clearance for graduation:

1. Cashier (*Finance and Administration*)
2. Librarian
3. University Police Chief
4. Financial Aid Staff Member
5. Testing Center Coordinator (excluding students pursuing a certificate and technical diploma)
6. Research, Sponsored Programs and Institutional Effectiveness Staff Member
7. Records and Registration Office Staff Member

## **GRADUATION FAIR**

SUSLA sponsors the graduation fair, in collaboration with Follett Bookstore, to offer a one-stop shop for our graduating students giving them the opportunity to take care of their graduation needs in one place all at the same time.

Students can:

- ✓ Retrieve your regalia (cap and gown)
- ✓ Retrieve your commencement announcements
- ✓ Obtain answers to your graduation questions.
- ✓ Secure required signatures on the *Graduation Check-Out Form*.
- ✓ Complete the Graduate Exit Survey (required for graduation check-out clearance).
- ✓ Check out the great products for graduates from the Follett Bookstore.
- ✓ Capture your special moment (in your cap and gown) with J. Brown Photos.
  - \$25.00 value includes 1-8x10, 2-5x7 and 8-wallet size photos
  - All graduates must pre-pay at the cashier's window.
  - Proof of payment is required for photo opportunity.
  - Portraits will be distributed at commencement rehearsal.

## **GRADUATE EXIT SURVEY**

The *Southern University at Shreveport Graduate Exit Survey* is administered annually to prospective candidates for graduation enrolled in all undergraduate programs. The primary purpose of the survey is to obtain information about students' satisfaction with a range of academic and co-academic experiences during their matriculation and to inquire about their plans for the future.

To satisfy one of your graduation clearance requirements, you must complete the Graduate Exit Survey by visiting the Office of Research, Sponsored Programs and Institutional Effectiveness in the Fine Building, Room C-01 for graduation clearance.

The information you provide will be kept confidential and will be used primarily to capture pertinent information about the quality and caliber of education you received from SUSLA.

Please feel free to be candid and specific in your responses as your feedback will inform us about those areas in which we need improvement.

## **GENERAL INFORMATION**

- A. Any student who has not cleared all financial obligations to Southern University at Shreveport including graduation fee by April 12, 2018 will not be permitted to participate in commencement exercises, receive his/her diploma or a copy of his/her transcript until all financial indebtedness has been paid.

B. Appropriate Dress for Graduates - Please adhere to the following guidelines:

**Female Graduates**

All females are to wear the following:

1. Black or Navy Blue lightweight dresses.
2. Navy blue or black shoes (**3- inch heel height maximum**). Flip-flops, beach thong sandals, or athletic footwear **are not** allowed.
3. No dangling earrings (small studs are acceptable).
4. No blue jeans or shorts are allowed.

**Male Graduates**

All males are to wear the following:

1. Black or Navy Blue dress slacks
2. White shirt or white collared shirt.
3. Necktie or bow tie of choice.
4. No Jackets Please
5. Black or Navy Blue shoes. Flip-flops, beach thong sandals, or athletic footwear **are not** allowed.
6. Black or Navy Blue socks
7. No blue jeans or shorts are allowed.

C. All graduates are required to secure regalia (cap and gown) from the University Bookstore. **No exceptions.**

D. The appropriate cap for all degrees is the familiar black “mortarboard.” The tassel should hang to the right of the face. Following conferral of the degree the tassel is moved to the left. The mortarboard is worn straight on the head with the point of the cap in the center of the forehead. You are **NOT** allowed to decorate or alter the mortarboard (cap). Failure to comply will result in removal from the processional.

E. We recognize that this will be a joyous occasion for you; however, the University requests that you conduct yourselves with the dignity befitting this solemn occasion. Furthermore, adornments not sanctioned by the University added to the caps and gowns (e.g., decoration of the mortarboard of the cap) are not allowed. If your attire is deemed inappropriate, you will not be allowed to participate in the ceremony. The University wishes to maintain the dignified decorum this occasion deserves.

F. **Ask your guests to be seated by 6:15 p.m. for the Commencement Exercises.** Once Commencement Exercises begin, no one will be allowed to enter until the processional is completed. You are free to invite as many of your family and friends as you like. NO admit card or invitation is required for them to attend.

- G. Free parking is available for graduation rehearsal ONLY. Graduates should park in the parking lot across the street from the east side of the Convention Center parking garage.

General parking (\$7.00 per vehicle) is available in the Convention Center parking garage for graduation rehearsal and the commencement exercise.

Families and guests are urged to arrive in time to be seated by 6:15 p.m. The procession will begin promptly at 6:30 p.m. Ushers will be available.

- H. A commercial photographer will photograph each graduate as his/her degree is presented. Detailed information will be provided at the Commencement rehearsal.

- I. Parents or guest will not be allowed to block the aisles or approach the stage to take pictures of graduates coming on or off the stage. You and your guests will have ample opportunity to take pictures immediately following the Commencement Exercises.

- J. **SPECIAL NEEDS SEATING** is available upon request. Please email your request to Mrs. Tamia Jefferson at [tjefferson@susla.edu](mailto:tjefferson@susla.edu) and include the following information: graduate's name, special needs guest's name.

## **ALTERNATIVE COMMENCEMENT PARTICIPATION OPTIONS**

### **Graduation Application Term Change**

Students who complete and submit the Graduation Application Term Change Request form must have an active graduation application and degree plan on file in the Registrar's Office. At the time of the graduation term change request, the student is aware that degree requirements will not be met as noted on the active graduation application and degree plan.

This request can only be submitted to change from one semester to the subsequent semester. A new graduation application is required if degree requirements are not met in the term immediately following the initial date the active graduation application.

### **Special Permission to Participate in Commencement Ceremony (*Spring Completers Only*)**

Students who complete and submit the Special Permission to Participate in Commencement Ceremony Request form must have an approved graduation application and degree plan, paid graduation fee receipt and graduation check-out form on file in the Registrar's Office.

Students who are within 6 hours or less of the total credits required for graduation following the spring semester may request permission to participate in the May Commencement Ceremony if they meet the specified criteria.

This request can only be submitted if degree requirements can be met during the summer semester immediately following the May Commencement Ceremony. A new graduation application is required if degree requirements are not met in the term immediately following the initial date the active graduation application.





## Registrar's Office

### 2017-2018 Application for Graduation

#### Submission Deadlines:

**Fall completers:** July 1, 2017 - September 21, 2017

**Spring completers:** July 1, 2017 - February 6, 2018

**Summer completers:** July 1, 2017 - June 13, 2018

**DEADLINE FOR APPLICATION:** Prospective graduates are required to submit applications for graduation one semester prior to their expected graduation. The graduation fee is not required at the time of application. **Graduation Fees are Non-Refundable.**

#### Instructions:

1. Complete information as requested below and return the application to the Registrar's Office. **All applications must be typed.**
2. The name on your University records **MUST** be the same as your degree. This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork.
3. Submit proof of payment of the graduation fee to the Registrar's Office by the specified deadline date.

Name: \_\_\_\_\_ SUSLA ID # **9000**  
(as it will appear on your degree)

DEGREE YOU ARE SEEKING: (CHECK ONE)		AAS ____	AGS ____	AS ____	CTS ____	CAS ____	TD ____
Major _____		Second Major (if applicable) _____					
Concentration _____		Second Concentration (is applicable) _____					

**NOTE: A GRADE OF "D" CANNOT BE USED TOWARD GRADUATION REQUIREMENTS IN MAJOR AND CONCENTRATION COURSES.**

In which term will you complete all degree requirements? <input type="checkbox"/> Summer (August) <input type="checkbox"/> Fall (December) <input type="checkbox"/> Spring (May)	Year _____
	<b>Yes</b> <b>No</b>
Were you a candidate for graduation last year?	
If yes, did you file an application for graduation with the Registrar's Office?	
If yes, did you pay the required graduation fee?	
Are you substituting any courses?	
If yes, have you made certain all substitution forms have been submitted to the Registrar's Office?	
If no, all substitution forms must be received by the Registrar no later than September 21, 2017 (Fall completers), February 6, 2018 (Spring completers) or July 13, 2018 (Summer completers).	
Have you taken courses at another institution?	
If yes, please list the institution.	
Are all of your official transcripts on file in the Registrar's Office?	
If no, you must secure official transcripts before September 21, 2017 (Fall completers), February 6, 2018 (Spring completers) or July 13, 2018 (Summer completers).	
Do you plan to participate in the commencement ceremony?	

**NOTE:** Degrees will not be posted until official transcripts for all courses have been evaluated and verified as valid toward your degree requirements. Students must earn a minimum 2.0 GPA in all major and/or concentration courses. Grades of "D" will not transfer into your program of study.

Your signature below gives SUSLA permission to release directory information to educational institutions requesting data on its graduates, list your name as a graduate in various media outlets and utilize photos in various media outlets and promotional publications.

List the permanent address and telephone number at which you may be reached. If necessary, your diploma will be mailed to this address. Updates must be provided if this changes. Remember to check your SUSLA e-mail frequently through graduation for important information.	
Street Address: _____	City/State/Zip: _____
Cell Phone Number: ( ) _____	Cell Phone Provider: _____ (AT&T, Sprint, Verizon, etc.)
E-mail Address: _____@susla.edu	Personal Email Address: _____

**NOTE:** If for any reason you do not meet degree requirements as planned, the graduation fee will remain on file for one year. However, a request to change your graduation term or a new graduation application is required for future term consideration.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Graduation Fee: **\$90.00** (a late application fee may apply after the deadline). **NOTE:** SUSLA reserves the right to modify any fee without prior notification.



**SOUTHERN UNIVERSITY at SHREVEPORT**  
**University Bookstore**  
**Graduate Measurement Form Submission Deadlines:**  
**Fall completers:** *October 13, 2017*  
**Spring completers:** *February 1, 2018*  
**Summer Completers:** *August 1, 2018*

**DEADLINE FOR APPLICATION:** Prospective graduates are required to submit applications for graduation one semester prior to their expected graduation. The graduation fee is not required at the time of application. **Graduation Fees are Non-Refundable.**

**Instructions:**

- 1). Complete information as requested below and return the application to the Registrar's Office. **All applications must be typed.**
- 2). The name on your University records **MUST** be the same as your degree. This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork.
- 3). Submit proof of payment (receipt) of the graduation fee to the Registrar's Office by the specified deadline date.

Last Name:	First Name:	Middle Initial:
Banner ID#:  9000 _ _ _ _ _	Phone Number:  ( _ _ _ )	Check One:  Male <input type="checkbox"/> Female <input type="checkbox"/>
CAP Size ( <i>Sure-fit</i> ):  <input type="checkbox"/> SM <input type="checkbox"/> MD <input type="checkbox"/> LG <input type="checkbox"/> XL	Height with Shoes: <div style="text-align: center;">  Feet    Inches</div>	Weight:
Full Title of Degree _____		
Check One: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Associate of Science  <input type="checkbox"/> Certificate             </div> <div> <input type="checkbox"/> Associate of Applied Science  <input type="checkbox"/> Diploma             </div> </div>		

**December 2017 Completers:** Complete and submit *Graduate Measurement* form to the University Bookstore on or before Noon by October 13, 2017.

**May 2018 Completers:** Complete and submit *Graduate Measurement* form to the University Bookstore on or before Noon by February 1, 2018.

**August 2018 Completers:** Complete and submit *Graduate Measurement* form to the University Bookstore on or August 1, 2018.

*Graduate Measurement* forms submitted to the bookstore after this date may not be processed in time for commencement.

Prospective graduates are required complete the graduate data sheet to secure the required signature for graduation clearance. Upon completion, please present this form to the Office of Research, Sponsored Programs and Institutional Effectiveness in the Fine Arts Building, Room C-01.

1. Name: \_\_\_\_\_ 2. Banner ID 9000 \_\_\_\_\_

3. Complete Mailing Address: \_\_\_\_\_  
*Street Address City State Zip*

4. Home Phone: \_\_\_\_\_ 5. Mobile Phone: \_\_\_\_\_

6. Personal Email Address: \_\_\_\_\_ 7. Major: \_\_\_\_\_

8. Are you currently employed? ☐ Yes ☐ No 9. Do you have job offers? ☐ Yes ☐ No

10. Have you been offered job as a result of obtaining this degree? ☐ Yes ☐ No **(SKIP to Ques. 10)**

11. If so, please provide the following information:

Company Name: \_\_\_\_\_

City and State: \_\_\_\_\_ Start Date: \_\_\_\_\_

May we contact your employer? ☐ Yes ☐ No

Contact information: \_\_\_\_\_

Salary Range: ☐ Less than \$9,999 ☐ \$10,000-\$19,999 ☐ \$20,000-\$29,000

☐ \$30,000-\$39,999 ☐ \$40,000+

12. Are you planning to pursue a bachelor's degree? ☐ Yes ☐ No

13. If so, please provide the following information:

Anticipated Enrollment Date: \_\_\_\_\_

University name: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Degree Sought: \_\_\_\_\_

Type of Financial Support Expected: \_\_\_\_\_

14. Could anyone you know benefit from a SUSLA education? ☐ Yes ☐ No

15. If so, please provide contact information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Registrar's Office**  
**Graduation Application Term Change Request**

**Submission Deadlines:**

**Fall completers:** November 1, 2017

**Spring completers:** April 1, 2018

**Summer Completers:** July 15, 2018

Students who complete and submit this form for processing must have an **active** graduation application and degree plan on file in the Registrar's Office. At the time of this request, the student is aware that degree requirements will not be met as noted on the **active** graduation application and degree plan.

**Name:** \_\_\_\_\_ **SUSLA ID#: 9000** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address City ST Zip

**SUSLA Skymail (Email):** \_\_\_\_\_ **@skymail.susla.edu** **Phone: ( )** \_\_\_\_\_

The reason for this request is to:

\_\_\_\_\_ Complete courses to apply towards my degree requirements. (*attach class schedule*)

\_\_\_\_\_ Complete courses to apply towards my overall grade point average (GPA). (*attach class schedule*)

\_\_\_\_\_ Complete the academic work required to remove an Incomplete ("I") grade.

\_\_\_\_\_ Other: \_\_\_\_\_

**DEGREE YOU ARE SEEKING: (CHECK ONE)** AAS \_\_\_\_ AGS \_\_\_\_ AS \_\_\_\_ CTS \_\_\_\_ CAS \_\_\_\_ TD \_\_\_\_

Major \_\_\_\_\_ Second Major (if applicable) \_\_\_\_\_

Concentration \_\_\_\_\_ Second Concentration (is applicable) \_\_\_\_\_

I have applied for graduation, but have decided to change my application to a different term.

Please transfer my graduation application status as follows:

FROM: Year \_\_\_\_ Semester ☐ Fall ☐ Spring ☐ Summer

TO: Year \_\_\_\_ Semester ☐ Fall ☐ Spring ☐ Summer

I understand that:

- ✓ This request will not negate any existing application fees, nor will it extend my original graduation application beyond the term specified.
- ✓ This request must be submitted with a new graduation application. My graduation application fee will remain on file for one year.
- ✓ This request may not be submitted after the semester I wish to extend has past.
- ✓ This request may not be submitted if I change my major or concentration. A new graduation application is required.
- ✓ This request to alter my application for graduation is final.

**Student's Signature/Date:** \_\_\_\_\_

**Advisor's Signature/Date:** \_\_\_\_\_

**Registrar's Office Use Only**

Date Processed:

Processed by:



**Registrar's Office  
Graduation Clearance Form**

**Submission Deadlines:**

**Fall completers:** November 16, 2017

**Spring completers:** March 29, 2018

**Summer Completers:** June 13, 2018

Prospective graduates are required to officially check out for graduation. This form is designed for the units listed below to certify that the student named below has cleared all obligations with Southern University at Shreveport.

**Instructions:**

- 1). Complete information as requested below and return the form to the Registrar's Office. **All information must be typed.**
- 2). The name on your University records **MUST** be the same as your degree. This means that you must correct your records should your marital status change, or you wish to change your name for any reason, providing you submit the proper paperwork.
- 3). Submit proof of payment (receipt) of the graduation fee to the Registrar's Office by the specified deadline date.

Student's Name: \_\_\_\_\_ Banner ID# \_\_\_\_\_

Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Address: \_\_\_\_\_  
City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone# \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Cell Phone Provider: \_\_\_\_\_  
(AT&T, Sprint, Verizon, etc.)

E-mail Address: \_\_\_\_\_ @susla.edu Personal Email Address: \_\_\_\_\_

All signatures must be obtained prior to issuance of academic regalia to indicate clearance for graduation.

1. \_\_\_\_\_  
*Cashier (Finance & Administration)*

5. \_\_\_\_\_  
*Testing Center Coordinator*

**NOTE:** The Testing Center Coordinator's signature is only required for students pursuing an Associate's Degree.

2. \_\_\_\_\_  
*Librarian*

6. \_\_\_\_\_  
*Research, Sponsored Programs &  
Institutional Effectiveness Staff Member*

3. \_\_\_\_\_  
*University Police Chief*

4. \_\_\_\_\_  
*Financial Aid Staff Member*

7. \_\_\_\_\_  
*Registrar Office Staff Member*

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## DISCLAIMER

I understand that this **CHECK OUT** form in no way indicates that I have met all the requirements for commencement. It only indicates that I have cleared all of the areas noted and that the Registrar's Office does have my permission to move forward with my graduation application and commencement packet.

If I do not meet all requirements by passing my courses and /or any other requirements, I will be notified and/or my degree or certificate will be placed on **HOLD** by the Registrar's Office.

\_\_\_\_ I plan to participate in the commencement ceremony.

\_\_\_\_ I **do not** plan to participate in the commencement ceremony.

Student's Signature: \_\_\_\_\_

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



## Registrar's Office Duplicate Diploma Order Form

To receive a duplicate copy of your Associate's degree, diploma or certificate please complete this form and submit it, along with your payment of the \$30.00 fee, to Southern University at Shreveport business Office. Submit one form for each duplicate diploma and/or certificate you are requesting. The fee may be paid in person with cash, money order, or credit/debit card or mail this form, with a money order payable to Southern University at Shreveport, ATTN: Registrar's Office, 3050 Martin Luther King Jr. Drive, Shreveport, Louisiana 71107.

According to our present policy, all duplicate diplomas show the date the degree was originally conferred and bear the signatures of the original University officials. The name to appear on the duplicate diploma will be that which appears on University records. If your reason for ordering the duplicate diploma is that you have had a change of name, please indicate your new name as requested below. Please attach a completed *Change of Name and/or Address* form with the required documentation.

Your duplicate diploma and/or technical certificate will be mailed to you at the address listed below. Please allow up to thirty (30) business days (not including weekends or holidays) for your duplicate diploma/certificate request to be processed.

**Name as listed on University records:**

Last Name	First Name	Middle Initial	Maiden Name
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**Name as it should appear on diploma:**

Last Name	First Name	Middle Initial	Maiden Name
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Date of Birth: _____	Last 4-digits of SSN _____	SUSLA ID # <b>9000</b> _____
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**Mailing Address:**

Street	City	ST	Zip
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Telephone: _____	Email: _____@_____
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DEGREE EARNED: (CHECK ONE)	AAS___ AGS___ AS___ CTS___ CAS___ TD___
Major _____	Second Major (if applicable) _____
Concentration _____	Second Concentration (if applicable) _____

Date of Graduation: \_\_\_\_\_ Delivery Method: ☐ will pick up diploma ☐ mail diploma

Reason for Request ☐ lost ☐ damaged ☐ incorrect ☐ other \_\_\_\_\_

**Please note that the approximate delivery time is 2-4 weeks.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

REGISTRAR'S OFFICE USE ONLY				<input type="checkbox"/> cash <input type="checkbox"/> money order <input type="checkbox"/> credit card
Received Date: _____	Mailed Date: _____	Picked-Up Date: _____	Payment information:	



# **PART II**

## **PREPARATION FOR THE GRADUATION CEREMONY**

## COMMENCEMENT EXERCISES

DATE: Tuesday, May 15, 2018  
PLACE: Shreveport Convention Center  
TIME: 7:00 p.m.  
(*The academic procession begins promptly at 6:30 p.m.*)  
DRESS: Cap, Gown and Hood

## CAPS AND GOWNS

Those graduates who ordered caps and gowns may retrieve them at the graduation fair. The last day to place your order is February 1, 2018. **NOTE: A late fee will be applied to all orders received after this date.**

## ANNOUNCEMENTS

Each graduate will receive 5 standard announcements. Distribution begins March 29, 2018 in the College Bookstore. Announcements not retrieved by April 17, 2018 will be released for purchase (\$1.00 each).

## INSTRUCTIONS FOR CHECKING IN WHEN YOU ARRIVE

- a. Graduates are asked to report at 5:30 p.m. for lineup, dress inspection and final instructions for Commencement Exercises.
- b. As you come in the door to line up for graduation, you will be checked off the list for your division and given a certified numbered card designating your place in line.

## INSTRUCTIONS FOR THE GRADUATION PROCESSIONAL

- a. When you line up after checking in, you will receive instructions on marching in, when to stand or sit, and when to go to the stage area.
- b. **PLEASE HAVE YOUR “CERTIFIED” CARD IN HAND WHEN YOU GO TO THE STAGE.** When you get to the stage, please hand your 3x5 CARD to the name caller who will announce the names of the graduates.
- c. After the Benediction, graduates are required to hold their positions in the assigned seating areas until given directions by the Student Marshal.
- d. Graduates will be directed by the Student Marshal to clear the ceremony area before dispersing to greet family and friends.
- e. Graduates will be able to receive their diplomas immediately following commencement exercises in the designated location.

## **INSTRUCTIONS FOR THOSE WHO CANNOT ATTEND COMMENCEMENT EXERCISES**

1. Write a letter to the University Registrar's Office stating the reason you are unable to participate in the Commencement Exercises. Email the request to [registraroffice@susla.edu](mailto:registraroffice@susla.edu).
2. Provide the name of the person authorized to retrieve your diploma from the Registrar's Office. The designated person must present appropriate identification upon request.
3. Only graduates who have successfully cleared all University obligations will receive their degree.

***NOTE: Students' degrees are kept in their academic file in the Registrar's Office if arrangements have not been made.***

## ALMA MATER

*O Southern, Dear Southern, Thy praises we shall sing,*

*Until all the heavens and echoes loudly ring.*

*The winds and the sky as they pass us by*

*Will Adoration bring.*

*O Southern, Dear Southern, We owe our all to Thee,*

*In downfall or vict'ry, We'll always loyal be.*

*Thy Sons and Daughters as they work,*

*Will be inspired by Thee.*

*O Southern, Dear Southern, Thy name will ever be,*

*As mighty as the rivers that flow on to the sea,*

*As pure and true as the Gold and Blue,*

*That stand out bold for Thee.*

**PART III**

**AFTER  
GRADUATION**

## DIPLOMAS

Candidates who submitted all requirements, to include graduation fees, by the specified deadline will be able to pick up their degrees immediately following the commencement exercises.

The name on your diploma and transcript will reflect the name of which you attended Southern University at Shreveport. Upon completion of graduation requirements, no changes will be made. Students not attending commencement will be allowed to retrieve diplomas following the schedule below:

Fall 2017 Graduate Diploma Release Date	2/1/2018
Spring 2018 Graduate Diploma Release Date	6/1/2018
Summer 2018 Graduate Diploma Release Date	9/1/2018

## DUPLICATE DIPLOMAS

You may purchase duplicate copies of your degree at this time. The cost for each duplicate diploma is \$30.00. The fee for the duplicate diploma is due before the originals are ordered. Once diplomas have been ordered, no changes will be processed. **NOTE:** Fees are non-refundable.

## BANNER WEB

Southern University at Shreveport students' Banner Web account is active and available even as graduates. Please maintain your Banner Web log-in information to obtain unofficial transcripts at the click of a button.

If the password expires, answer the security question for access. If this process fails, password resets can be obtained by contacting the Information Technology Center at 318-670-9900. Proof of identify is required.



**Dr. Rodney A. Ellis**  
Chancellor

**Dr. Sharron Herron-Williams**  
Vice Chancellor for Academic Affairs

**Dr. Melva Williams**  
Vice Chancellor for Student Affairs  
and Enrollment Management