

**UPDATE: New Graduation Date**  
**Monday, May 20, 2019, 5:30 p.m.**



## 2018-2019 Commencement Guide



**Office of Records and Registration**

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**NOTE:** The guide is intended to provide instructions and information for December 2018, May 2019 and August 2019 degree completers planning to participate in the Spring 2019 Commencement Ceremony.



July 1, 2018

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 *2018-2019 Commencement Guide* as a tool to provide you with all details regarding graduation. Students with the intention to graduate Tuesday, May 14, 2019 must ensure the following are complete by April 4, 2019:

- 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,

A handwritten signature in blue ink that reads 'Lalita D. Rogers'.

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.

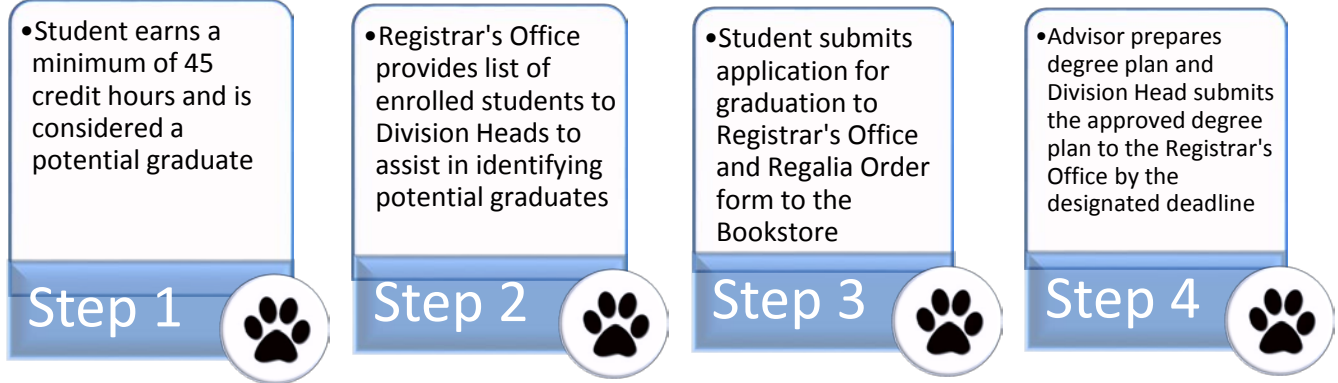
**Commencement** is the ceremony for participating students who are eligible to graduate. The university confers degrees at the end of the spring only. The commencement ceremony recognizes summer, fall and spring degree candidates.

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

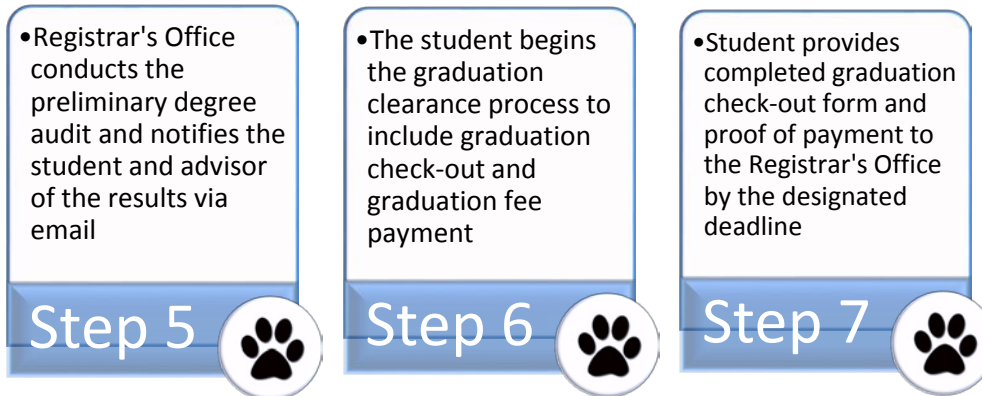
Additional information about graduation and the commencement ceremony can be found on the university's [All Things Graduation](#) page.

## GRADUATION PROCEDURES

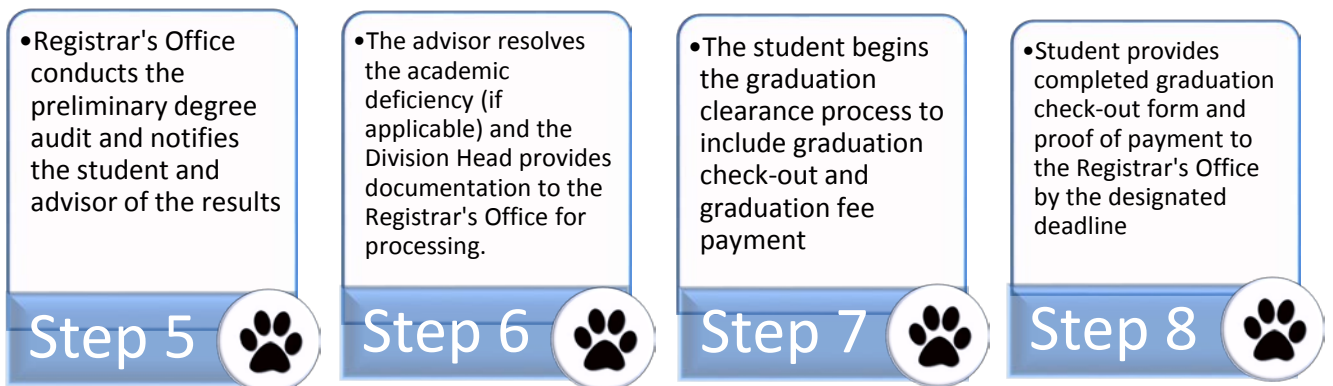
It is the responsibility of each student to become familiar with degree requirements, graduation requirements, and all other aspects of satisfactory academic progress. Each student is assigned an academic advisor to assist in planning course schedules and give advice on timely graduation planning. However, the ultimate responsibility for understanding and completing degree requirements lies with the student.



**No Academic Deficiencies**



**Academic Deficiencies**





## Programs of Study

### DIVISION OF ALLIED HEALTH & NURSING

**Mrs. Joann Brown (Dean)**

[jwarren@susla.edu](mailto:jwarren@susla.edu) ~ 318-670-9651

Metro Campus Location: 610 Texas Street, Suite 219 ~ Shreveport, LA 71103

Associate Degrees		Department Head	Contact Number	Campus Location
A.A.S.	Dental Hygiene	Lynne Eatman	670-9561	Metro
A.A.S.	Health Information Technology	Kim May	670-9644	Metro
A.A.S.	Medical Laboratory Technician	Patricia Brown	670-9350	Metro
A.A.S.	Radiologic Technology	Shelia Swift	670-9646	Metro
A.A.S.	Respiratory Therapy	Claudine Matthews	670-9650	Metro
A.A.S.	Surgical Technology	Didaciane Keys	670-9638	Metro
A.A.S.	Polysomnographic Technology	Joann Brown	670-9651	Metro
A.S.	Nursing	Tiffany Varner	670-9692	Metro
A.S.	Nursing (Accelerated LPN-RN Tract)	Tiffany Varner	670-9692	Metro
Certificate Programs		Department Head	Contact Number	Campus Location
C.A.S.	Medical Coding Specialist	Kim May	670-9644	Metro
C.T.S.	Dialysis Technician	Didaciane Keys	670-9638	Metro
C.T.S.	Emergency Medical Technician - Basic	Joann Brown	670-9651	Metro
C.T.S.	Healthcare Access Associate	Kim May	670-9644	Metro
C.T.S.	Phlebotomy	Patricia Brown	670-9350	Metro
C.T.S.	Sterile Processing Technician	Didaciane Keys	670-9638	Metro
C.N.A.	Certified Nursing Assistant	Pauline Alak	670-9556	Metro
Technical Diploma		Department Head	Contact Number	Campus Location
TD	Emergency Medical Technician – Paramedic	Michael Cook	670-9443	Main
Continuing Education		Department Head	Contact Number	Campus Location
LPN	Licensed Practical Nurse	Melanie Scott	670-9534	Metro



## Programs of Study

### DIVISION OF ARTS, HUMANITIES, SOCIAL SCIENCES AND EDUCATION

**Dr. Lonnie McCray (Dean)**

[lmccray@susla.edu](mailto:lmccray@susla.edu) ~ 318-670-9363

Main Campus Location: 3050 Martin Luther King, Jr. Drive ~ Shreveport, LA 71107  
Leonard C. Barnes Administration Building, Room A0049

Associate Degrees		Department Head	Contact Number	Campus Location
A.S.	Human Services <i>Options: Health and Human Services <u>or</u> Substance Abuse Counseling</i>	Jerushka Ellis	670-9367	Main
A.G.S.	Health and Physical Education Concentration	Florese Hunt	670-9387	Main
A.G.S.	General Education Concentration	Joslin Pickens	670-6310	Main
A.G.S.	Psychology Concentration	Lonnie Hamilton	670-9389	Main
A.G.S.	Sociology Concentration	Lonnie Hamilton	670-9389	Main
A.G.S.	Foreign Language Concentration	Wanda Waller	670-9248	Main
A.G.S.	Journalism Concentration	Joslin Pickens	670-6310	Main
A.G.S.	Speech Pathology Concentration	Gaddie Baker	670-9368	Main
A.A.S.	Criminal Justice Administration	Frederick Jackson	670-9249	Main
A.A. (LT)	Humanities Concentration	Wanda Waller	670-9248	Main
A.A. (LT)	Fine Arts Concentration	Wanda Waller	670-9248	Main
A.A. (LT)	Mass Communication Concentration	Joslin Pickens	670-6310	Main
A.A. (LT)	Social Science Concentration	Lonnie Hamilton	670-9389	Main
A.A. (LT)	Criminal Justice Concentration	Frederick Jackson	670-9249	Main
Certificate		Department Head	Contact Number	Campus Location
C.T.S.	Child Development	Lonnie McCray	670-9363	Main





## Programs of Study

### DIVISION OF SCIENCE, TECHNOLOGY, BUSINESS AND MATH

**Dr. Barry Hester (Dean)**

[bhester@susla.edu](mailto:bhester@susla.edu) ~ 318-670-9407

Main Campus Location: 3050 Martin Luther King, Jr. Drive ~ Shreveport, LA 71107  
Louis Collier Building, Room H0106

Associate Degrees		Department Head	Contact Number	Campus Location
A.S.	Computer Science	Vanessa White	670-9477	Main
A.S.	Biology	John Alak	670-9307	Main
A.S.	Accounting	George Lewis	670-9437	Main
A.S.	Business Management	Regina Webb	670-9394	Main
A.G.S.	Computer Science Concentration	Vanessa White	670-9477	Main
A.G.S.	Biology Concentration	John Alak	670-9307	Main
A.G.S.	Physical Science Concentration	Tracie Reed	670-9409	Main
A.G.S.	Mathematics Concentration	Vanessa White	670-9477	Main
A.G.S.	Physics Concentration	Tracie Reed	670-9409	Main
A.G.S.	Science/Pre-Allied Health Concentration	Barry Hester	670-9407	Main
A.G.S.	Chemistry Concentration	Barry Hester	670-9407	Main
A.G.S.	Pre-Engineering Concentration	Tracie Reed	670-9409	Main
A.G.S.	Business Administration Concentration	Regina Webb	670-9394	Main
A.S. (LT)	Biological Sciences Concentration	John Alak	670-9307	Main
A.S. (LT)	Physical Sciences Concentration	Tracie Reed	670-9409	Main
A.A. (LT)	General Business Concentration	Regina Webb	670-9394	Main
Certificates		Department Head	Contact Number	Campus Location
C.A.S.	Computer Information Systems	Vanessa White	670-9477	Main
C.A.S.	Web Development	Iris Champion	670-9425	Main
C.T.S.	Computer Networking Technology	Iris Champion	670-9425	Main
C.T.S.	Accounting Technology Clerk	Regina Webb	670-9394	Main
C.T.S.	Administrative Technology Specialist	Regina Webb	670-9394	Main
Technical Diploma		Department Head	Contact Number	Campus Location
T.D.	Airframe and Powerplant Maintenance Technology	Timothy Banks	670-9592	Regional Airport

## 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 April 4, 2018.**

### Fall 2018 Critical Deadlines and Dates:

□ First day to apply for graduation ( <b>All 2018-2019 Prospective Graduates</b> )	July 1, 2018
□ First day for prospective 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 mhall@susla.edu for details. NOTE: An <b>Appointment is Required. (All Prospective Graduates)</b>	July 1, 2018
□ First day of class; add/drop period begins; late registration begins (late fee applies)	August 22, 2018
□ Final Day to Pay fees for the Fall 2018 semester ( <i>official census date</i> )	September 12, 2018
□ Last day to submit Graduation Application to Registrar's Office	September 13, 2018
□ 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 13, 2018
□ Last day for advisors to submit Degree Plans for <b>December Completers</b>	September 13, 2018
□ Last day to remove "I" grades for Spring 2018 and Summer 2018	October 1, 2018
□ First day for Spring 2019 Registration	October 15, 2018
□ Last day to drop class with a "W"	October 29, 2018
□ Deadline to submit the Graduation Application Term Change request for <b>December Completers</b>	November 1, 2018
□ First day to complete Financial Aid Exit counseling ( <b>December Completers</b> )	November 1, 2018
□ Deadline to withdraw from the university (full-term 16-week courses and 2 <sup>nd</sup> 8-week courses)	November 12, 2018
□ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	November 15, 2018
□ Deadline to submit the Graduation Clearance form for ( <b>December completers</b> )	November 19, 2018
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for <b>December Completers</b> ( <i>late fee applies</i> )	November 19, 2018
□ Final grades due in Registrar Office for ( <b>December Completers</b> )	December 18, 2018

*Applications for Graduation and Degree Plans are due in the Registrar's Office on or before September 13, 2018 for Fall 2018 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.*

## Spring 2019 Critical Deadlines and Dates:

□ First day to apply for graduation ( <b>May Completers</b> )	July 1, 2018
□ First day for prospective 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 mhall@susla.edu for details. NOTE: An <b>Appointment is Required. (All Prospective Graduates)</b>	July 1, 2018
□ First day of class; add/drop period begins; late registration begins (late fee applies)	January 9, 2019
□ Final Day to Pay fees for the for the Spring 2019 semester ( <i>official census date</i> )	February 4, 2019
□ Last Day to apply for graduation as a Summer 2019 degree completer	February 5, 2019
□ 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 5, 2019
□ First day to complete Financial Aid Exit counseling ( <b>May Completers</b> )	March 1, 2019
□ Last day to remove “I” grade	March 11, 2019
□ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	March 15, 2019
□ Last day to drop class with a “W”	April 3, 2019
□ Graduation Fair	April 4, 2019
□ Last day to submit Graduation Application to Registrar’s Office ( <b>All Prospective Graduates</b> )	April 4, 2019
□ Last day for advisors to submit Degree Plans ( <b>All Prospective Graduates</b> )	April 4, 2019
□ Deadline to pay graduation application fee and commencement participation fee (if applicable) <u>without</u> a late fee ( <b>May Completers</b> )	April 4, 2019
□ Deadline to submit the Graduation Clearance form ( <b>All Prospective Graduates</b> )	April 4, 2019
□ First day to retrieve commencement invitations from the bookstore ( <b>All Prospective Graduates</b> )	April 4, 2019
□ Deadline to submit the Graduation Application Term Change request for <b>May Completers</b>	April 11, 2019
□ Last day to pay graduation application fee and commencement participation fee (if applicable) for <b>All Prospective Graduates</b> ( <i>late fee applies</i> )	April 11, 2019
□ Last day to secure fiscal clearance to participate in graduation ( <b>All Prospective Graduates</b> )	April 11, 2019
□ Deadline to submit the Special Permission to Participate in the Commencement Ceremony Request Form for <b>May Completers Only</b>	April 11, 2019
□ Deadline to withdraw from the university for Spring 2019	April 15, 2019
□ Deadline to retrieve invitations from the University Bookstore	April 18, 2019
□ Final Grades due in Registrar’s Office for Prospective Graduates	May 6, 2019
□ Honor Cord Distribution – 8:30 a.m. until 1:00 p.m. ( <b>All Prospective Graduates</b> )	May 13, 2019
□ Commencement Rehearsal ( <b>MANDATORY</b> ) 9:00 A.M. Shreveport Convention Center	May 14, 2019
□ Commencement 7:00 p.m. Shreveport Convention Center ( <i>graduates to arrive for check-in at 5:30 p.m.</i> )	May 14, 2019

Applications for Graduation and Degree Plans are due in the Registrar’s Office on or before September 13, 2018 for Spring 2018 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.

## Summer 2019 Critical Deadlines and Dates:

□ First day to complete Financial Aid Exit counseling ( <b>August Completers</b> )	June 1, 2019
□ First day for prospective 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 mhall@susla.edu for details. NOTE: An <b>Appointment is Required. (All Prospective Graduates)</b>	June 1, 2019
□ First day of class for Summer Session I (8-week session) and II (first 4-week session; add/drop period begins; late registration begins ( <i>late fee applies</i> ))	June 3, 2019
□ Final day to pay fees Summer Session I (8-week session) and II (first 4-week session) ( <i>official census date</i> )	June 12, 2019
□ Last day to submit Graduation Application to Registrar's Office ( <b>August Completers</b> )	June 12, 2019
□ Last day for advisors to submit Degree Plans ( <b>August Completers</b> )	June 12, 2019
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for <b>August Completers</b> ( <i>late fee applies</i> )	June 12, 2019
□ 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 12, 2019
□ Deadline to submit the Graduation Clearance form for <b>August Completers</b>	June 12, 2019
□ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	June 15, 2019
□ Last day to drop class with a "W" for Summer Session II	June 17, 2019
□ Deadline to withdraw from the university Summer Session II	June 19, 2019
□ First day to apply for Spring 2020 Commencement for <b>December Completers</b>	July 1, 2019
□ First day of class for Summer Session III (second 4-week session; add/drop period begins; late registration begins ( <i>late fee applies</i> ))	July 8, 2019
□ Deadline to submit the Graduation Application Term Change request for <b>August Completers</b>	July 15, 2019
□ Deadline to withdraw from the university Summer Session I	July 16, 2019
□ Last day to drop class with a "W" for Summer Session II	July 17, 2019
□ Final day to pay fees for Summer 2019 Session III ( <i>official census date</i> )	July 17, 2019
□ Last day to drop class with a "W" for Summer Session III	July 22, 2019
□ Deadline to withdraw from the university Summer Session III	July 24, 2019
□ Final grades due in Registrar Office for <b>August Completers</b>	August 6, 2019

## 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 pay an additional fee of \$25.00 for any second diploma or certificate earned in the same semester.

An additional graduation application fee is required for degrees earned in a different semester (ex. Certificate of Applied Science in Medical Coding Specialist earned in the Summer term and the Associate of Applied Science in Health Information Technology earned in the Fall term).

## 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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**NOTE:** 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 students seeking a degree or certificate from Southern University at Shreveport complete at least 25% of coursework through instruction offered by Southern University at Shreveport.

## GRADUATION FEES

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). Proof of payment is required to retrieve regalia from the University Bookstore. No graduation fees will be accepted after **April 11, 2019**.

### **Graduation Application Fee**

The Graduation Application Fee of \$90.00 is **required** for each student who submits an Application for Graduation. If for any reason you don't meet degree requirements as planned, the graduation application fee will remain on file for one year after the initial term for graduation (ex. Fall 2017 to Fall 2018).

### **Commencement Participation Fee**

Each graduate planning to participate in the commencement ceremony will be **required** to pay the \$75.00 Commencement Participation Fee. This fee will cover the costs of commencement-related services, resources, events and programmatic elements of the commencement experience from beginning to end. Commencement related activities and/or items include: regalia (cap, gown, hood, and tassel), 5 graduation invitations, and the graduate reception. There is NO refund if regalia (cap and gown) is not used.

**ALL GRADUATION FEES ARE NON-REFUNDABLE.**

## 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.

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. 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:

### ***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:** Students need only complete this exam once during their studies at SUSLA and are eligible once they have earned 45 credit hours. If you previously took the CAAP or ETS, you are not required to retake this exam.

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

## **GRADUATION CLEARANCE**

Southern University at Shreveport is committed to ensuring prospective graduates are prepared for graduation. With that in mind, we've developed a Graduation Clearance process to ensure prospective graduates have no financial or other obligations prior to graduation.

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

1. Cashier
2. Library Staff Member
3. University Police Staff Member
4. Financial Aid Staff Member
5. Testing Center Coordinator (excluding students pursuing a certificate or 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.
- ✓ 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 Arts 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 11, 2019 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 minimum**). Flip-flops, beach thong sandals, or athletic footwear **are not** allowed. Hosiery is not required.
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.

### **NOTE: ALL ROBES MUST BE WRINKLE-FREE**

- 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.
- UPDATE (2/4/19): Guests are to now asked to arrive by 4:45 p.m. for Commencement.**
- 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.

**UPDATE (2/4/19): Guests are to now asked to arrive by 4:45 p.m.**

- 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 Ceremony.

## **ALTERNATE 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 of 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 application fee receipt, commencement participation 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 of the active graduation application.

Below is a list of requirements which must be completed in order for you to graduate:



<p><b>1. Confirm your graduation eligibility.</b>          Review and verify completion of all degree requirements with your academic advisor. The academic advisor's signature is required on your degree plan and graduation application.</p>
<p><b>2. Review and Verify grades.</b>          Clear your academic record. Previous incomplete or non-reported grades must be converted to satisfactory letter grades before you can graduate. Incomplete or non-reported grades received in your final term will prevent you from graduating.</p>
<p><b>3. Apply for Graduation.</b>          Apply for graduation by the date advertised in the annual Commencement Guide and the Academic Calendar. Failure to apply for graduation on time may affect your ability to graduate that term and can result in a delay in receiving your diploma.   <b>NOTE:</b> A signed degree plan must accompany the graduation application upon submission to the Registrar's Office.</p>
<p><b>4. Submit official transcripts for credits earned at other institutions.</b>          If you have completed courses at other institutions, the Registrar's Office must receive official transcripts by the deadline date advertised in the annual commencement guide.</p>
<p><b>5. Resolve past due balances or holds.</b>          Satisfy all financial obligations (fines, tickets, fees, etc.). Outstanding debt will prevent you from participating in the commencement ceremony and delay release of your diploma and/or any official transcript.</p>
<p><b>6. Submit your regalia order.</b>          Order your academic regalia (cap and gown) at the University Bookstore by the deadline advertised in the annual commencement guide. Regalia and graduation invitations will be available for pick-up at the annual graduation fair. After the graduation fair, items will be available in the University Bookstore.   <b>NOTE:</b> A late fee will be applied after the deadline.</p>
<p><b>7. Pay graduation-related fees.</b>          The Graduation Application Fee is <b>required</b> for each student who submits an application for graduation. An additional commencement participation fee is</p>
<p><b>8. Take Graduation Exit Exam.</b>          All prospective graduates pursuing an Associate's degree (excluding certificates and diplomas), must complete the graduate proficiency exam. See the attached testing schedule for details.</p>
<p><b>9. Complete all steps required to officially check out for the semester.</b>          Various units on campus must verify that you are clear to graduate. Submit the Graduation Clearance Form by the deadline date advertised in the annual commencement guide.</p>
<p><b>10. Review the Commencement Guide.</b>          Refer to the commencement guide for answers to all of your questions about commencement, including where and when to arrive to check in and line up for the processional. Check your SUSLA email for updates. The guide is located under the Student Initiated Forms link at <a href="http://www.susla.edu/page/registrars-forms">http://www.susla.edu/page/registrars-forms</a>.</p>



**Registrar's Office**  
**2018-2019 Application for Graduation**  
**Submission Deadlines:**

**Fall completers:** April 16, 2018 – September 13, 2018  
**Spring completers:** April 16, 2018 – February 5, 2019  
**Summer completers:** April 16, 2018 – June 12, 2019

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

**Instructions:**

1. Complete information as requested below and return the application, with an approved (signed) degree plan, to the Registrar's Office by the specified deadline date. **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 application fee to the Registrar's Office by the specified deadline date.

Name: \_\_\_\_\_ SUSLA ID # **900**  
 (as it will appear on your degree)

FIRST DEGREE YOU ARE SEEKING:	SECOND DEGREE YOU ARE SEEKING:
AAS ___ AGS ___ AS ___ CTS ___ CAS ___ TD ___	AAS ___ AGS ___ AS ___ CTS ___ CAS ___ TD ___
First Major _____	Second Major (if applicable) _____
First Concentration _____	Second Concentration (if applicable) _____
Completion Term: Summer (August) Fall (December) Spring (May)	Completion Term: Summer (August) Fall (December) Spring (May)

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

	Yes	No
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 by September 13, 2018 (Fall completers), February 5, 2019 (Spring completers) or June 12, 2019 (Summer completers).		
Have you taken courses at another institution?		
If yes, please list the institution(s).		
Are all of your official transcripts on file in the Registrar's Office?		
If no, you must secure official transcripts before September 13, 2018 (Fall completers), February 5, 2019 (Spring completers) or June 12, 2019 (Summer completers).		
Are you pursuing two degrees in the same semester? (Example: Computer Science and Web Development)		
Do you plan to participate in the commencement ceremony? <b>NOTE:</b> The commencement participation fee is required.		
If yes, please provide: Cap Size: SM MD LG XL, Height with Shoes: (Feet)/ (Inches); Weight: lbs.		

**NOTE:** Degrees will not be posted until official transcripts for all courses have been evaluated and verified as valid toward your degree requirements. 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: _____@skymail.susla.edu	Personal Email Address: _____

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

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

Graduation Application Fee: <b>\$90.00</b> (a late application fee may apply after the deadline). An additional \$75.00 fee is required for all graduates participating in the commencement ceremony. <b>NOTE:</b> SUSLA reserves the right to modify any fee without prior notification.
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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 900 \_\_\_\_\_

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**  
**Special Permission to Participate in Commencement**  
**Ceremony Request Form**  
*(Spring Completers Only)*  
**Submission Deadline: April 11, 2019**

**ELIGIBILITY:** Students with an approved graduation application on file in the Registrar's Office 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 criteria below.

**DEADLINE:** Students must submit this form, along with supporting documentation, and the graduation application for the Summer term by April 1.

**IMPORTANT:** Participating in the Commencement Ceremony is not an indication of graduation/degree completion. The official date of graduation will be determined after the student has fulfilled all degree requirements. Students who fail to submit this form by the required date may not have their names listed in the commencement program.

**INSTRUCTIONS:** Please review the checklist below and check the applicable boxes. If you cannot check "yes" for every box you are not eligible to request participation in the Commencement Ceremony and should not submit this form.

YES	NO		Verified and/or Approved by:
		I am in good academic standing (at least 2.5 SUSLA GPA) and am not on probation or suspension for any disciplinary or academic violation. My current SUSLA GPA is: _____	_____ Registrar's Office Staff's Signature
		My remaining coursework can be completed in time to fulfill requirements the Summer immediately following Spring commencement. Attached is the graduation application for the Summer term. Listed are the remaining courses (course prefix and course number) needed to complete degree requirements. (1) _____ (2) _____	_____ Academic Advisor's Signature
		I am registered in courses at SUSLA during the summer session(s) and I have paid for these courses. Attached is proof of registration and payment. <b>OR, if the course(s) is not offered at SUSLA this summer</b> I am registered in courses at another school during the summer session(s) and I have paid for these courses. Attached is proof of registration, payment and approved "Transfer Credit Request" form. NOTES: These classes must be taken during a defined summer session with a completion date no later than August 15 <sup>th</sup> and a transcript sent to the SUSLA Registrar's Office by August 30 <sup>th</sup> . <b>25% of the credits required for the degree must be earned at SUSLA.</b>	_____ Business Office Staff's Signature  _____ Registrar's Office Staff's Signature

**Name:** \_\_\_\_\_ **SUSLA ID# 900**  
*Last First Middle*

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

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

**Major:** \_\_\_\_\_ **Degree:** AAS \_\_\_ AGS \_\_\_ AS \_\_\_ CTS \_\_\_ CAS \_\_\_ TD \_\_\_

By signing this form, I understand that I am requesting permission to walk in the May Commencement Ceremony prior to completing all degree requirements. I further understand that walking in the Commencement Ceremony has no bearing on my actual graduation. I will not graduate and receive my diploma until I have completed all requirements for graduation as reflected in my degree audit and I forfeit my right to walk in a future commencement ceremony when I complete my degree requirements for the degree indicated on this request.

**A DECISION ON YOUR REQUEST WILL BE EMAILED TO YOUR SUSLA E-MAIL ACCOUNT UPON REVIEW.**

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

Approve

**Academic Dean's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Denied

Approve

**Vice Chancellor for Academic Affairs' Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Denied

3050 Martin Luther King, Jr. Drive  
 Phone: (318) 670-9229

Shreveport, Louisiana 71107  
 FAX: (318) 670-6344

[www.susla.edu](http://www.susla.edu)  
 registraroffice@susla.edu



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

**Submission Deadlines:**  
**Fall Completers:** November 1, 2018  
**Spring Completers:** April 11, 2019  
**Summer Completers:** July 15, 2019

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#: 900** \_\_\_\_\_

**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: \_\_\_\_\_

<b>DEGREE YOU ARE SEEKING: (CHECK ONE)</b> 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:** \_\_\_\_\_

<b>Registrar's Office Use Only</b>
Date Processed:
Processed by:



**Registrar's Office  
Graduation Clearance Form  
Submission Deadlines:**

**Fall Completers:** *November 19, 2018*  
**Spring Completers:** *April 4, 2019*  
**Summer Completers:** *June 12, 2019*

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# **900**\_\_\_\_\_

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*

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

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

2. \_\_\_\_\_  
*Library Staff Member*

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

3. \_\_\_\_\_  
*University Police Staff Member*

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

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

**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: \_\_\_\_\_



# **PART II**

# **PREPARATION FOR THE GRADUATION CEREMONY**

## COMMENCEMENT CEREMONY

DATE:	Tuesday, May 14, 2019	<b>UPDATE (2/4/19): New Graduation Date and Time Monday, May 20, 2019</b>
PLACE:	Shreveport Convention Center	
TIME:	7:00 p.m. <i>(The doors will open at 6:00 p.m. and the academic procession begins promptly at 6:30 p.m.)</i>	<b>UPDATE (2/4/19): New Graduation Time - 5:30 p.m. <i>(The doors will open at 4:30 p.m. and the academic procession begins promptly at 5:00 p.m.)</i></b>
DRESS:	Cap, Gown and Hood	

## SPECIAL NOTE

Graduation is a joyous and special occasion. It is a time for celebration and merriment. However, you are reminded that Commencement is a formal University function. You are requested to maintain the order and solemnity of the proceedings. It is a courtesy we owe each other and our guests.

## CAPS AND GOWNS

Those graduates who ordered caps and gowns may retrieve them at the graduation fair. The last day to place your order coincides with the last day to apply for graduation. The last day to order regalia coincides with the last day to apply for graduation. **NOTE: A late fee will be applied to all orders received after February 1, 2019.**

## COMMENCEMENT INVITATIONS

Each graduate will receive 5 standard invitations. Distribution begins April 4, 2019 in the University Bookstore. Invitations not retrieved by April 18, 2019 will be released for purchase (\$1.00 each).

Payment must be made at the cashier window and proof of payment is required to retrieve invitations from the University Bookstore.

## ATTIRE

In order to participate in the commencement ceremony, all graduates must wear the cap, gown, and hood prescribed by the University and the attire requirements outlined in the commencement guide. Graduates who are not in compliance with the proper attire will not be allowed to participate in the commencement ceremony. Please be reminded the cap ("mortarboard") and the gown **can not** be decorated or altered in any manner.

## 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 the Commencement Ceremony.  
**UPDATE (2/4/19): Graduates are to now arrive at 4:00 p.m. for check-in.**
- b. As you come in the door to line up for graduation, you will sign the list for your division and receive 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. Graduates are expected to remain seated for the duration of the commencement ceremony.
- 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. At the conclusion of the ceremony, 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 the commencement ceremony in the designated location.

## 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 Graduate Diploma Release Date	February 1st
Spring Graduate Diploma Release Date	June 1st
Summer Graduate Diploma Release Date	September 1st

## 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 identity is required.

**Congratulations, Graduates!!! You are encouraged to use this checklist to ensure that you take advantage of the post-graduation opportunities available to you.**



	<p><b>1. Provide current contact information to the Registrar's Office.</b>          If you did not retrieve your diploma immediately following the commencement ceremony, your diploma will be mailed to the address listed on your Application for Graduation. If this address is no longer active, please complete the <i>Change of Name or Address</i> form to provide your current mailing address or email us at <a href="mailto:registraroffice@susla.edu">registraroffice@susla.edu</a> to notify our office that you'd like to retrieve your diploma directly from the Registrar's Office. The form is located at <a href="http://www.susla.edu/registrars-forms">http://www.susla.edu/registrars-forms</a> under Student Initiated Forms.</p> <p>Please note your SUSLA Alumni Association Membership Card will be mailed to the address provided. Please include your name and SUSLA ID # on all correspondence.</p>
	<p><b>2. View and order your graduation photos.</b>          Visit <a href="http://www.wildjbrown.zenfolio.com/suslagrad">www.wildjbrown.zenfolio.com/suslagrad</a>(insert last two digits of graduation year)s (ex. <a href="http://www.wildjbrown.zenfolio.com/suslagrad19s">www.wildjbrown.zenfolio.com/suslagrad19s</a>) to view photos captured during the commencement ceremony. Special packages available for SUSLA.</p>
	<p><b>3. Order your Commencement DVD.</b>          SUSLA would like to help you, your family and friends remember this very momentous day in your life by providing you with the opportunity to purchase a commencement DVD. The DVD order form is located in the Commencement Guide and the \$20.00 payment can be remitted by credit card (call 318.670.9305 to pay by phone) or by cash (visit the cashier's window to pay in person).</p> <p>Please submit order form and proof of payment (receipt) to the Registrar's Office via fax (318-670-6344), mail (Registrar's Office, Southern University at Shreveport, 3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107), email (<a href="mailto:registraroffice@susla.edu">registraroffice@susla.edu</a>) or personal delivery (Leonard C. Barnes Administration Building, Room A-02).</p>
	<p><b>4. Order your complimentary official transcript.</b>          Complete the Graduate Complimentary Official Transcript Request form located in the Commencement Guide and submit to the Registrar's Office via fax (318-670-6344), mail (Registrar's Office, Southern University at Shreveport, 3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107), email (<a href="mailto:registraroffice@susla.edu">registraroffice@susla.edu</a>) or personal delivery (Leonard C. Barnes Administration Building, Room A-02).</p>



**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
-----------	------------	----------------	-------------

**Name as it should appear on diploma:**

\_\_\_\_\_

Last Name	First Name	Middle Initial	Maiden Name
-----------	------------	----------------	-------------

Date of Birth: \_\_\_\_\_ Last 4-digits of SSN \_\_\_\_\_ SUSLA ID # **900** \_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

Street	City	ST	Zip
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Telephone: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

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: \_\_\_\_\_

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





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Please submit the order form to the Registrar's Office for processing (fax to 318-670-6344; email to [registraroffice@susla.edu](mailto:registraroffice@susla.edu), mail to Registrar's Office, Southern University at Shreveport, 3050 Martin Luther King, Jr. Drive, Shreveport, LA 71107, or deliver in person to Room A002 in the Leonard C. Barnes Administration Building).

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**Dr. Sharron Herron-Williams**  
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