



2019-2020 Commencement Guide



Office of Records and Registration

Released September 9, 2019

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NOTE: The guide is intended to provide instructions and information for December 2019, May 2020 and August 2020 degree completers planning to participate in the Spring 2020 Commencement Ceremony.



September 9, 2019

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 *2019-2020 Commencement Guide* as a tool to provide you with all details regarding graduation. Students with the intention to graduate Wednesday, May 13, 2020 must ensure the following are complete by April 8, 2020:

- 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.

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.

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.

- 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





Programs of Study

DIVISION OF ALLIED HEALTH & NURSING

Mrs. Joann Brown (Dean)

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 ~ 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 ~ 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.	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 8, 2020.**

Fall 2019 Critical Deadlines and Dates:

□ First day to apply for graduation (All 2019-2020 Prospective Graduates)	July 1, 2019
□ First day for prospective graduates to schedule the graduate proficiency exam. Please review the testing schedule at http://www.susla.edu/testing-assessment or contact Mr. Marquis Hall at mhall@susla.edu for details. NOTE: An Appointment is Required. (All Prospective Graduates)	July 1, 2019
□ First day of class; add/drop period begins; late registration begins (late fee applies)	August 21, 2019
□ Final Day to Pay fees for the Fall 2019 semester (<i>official census date</i>)	September 16, 2019
□ Last day to submit Graduation Application to Registrar's Office	September 17, 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 December completers)	September 17, 2019
□ Last day for advisors to submit Degree Plans for December Completers	September 17, 2019
□ Last day to remove "I" grades for Spring 2019 and Summer 2019	October 2, 2019
□ First day for Spring 2020 Registration	October 14, 2019
□ Last day to drop class with a "W"	October 28, 2019
□ Deadline to submit the Graduation Application Term Change request for December Completers	November 2, 2019
□ First day to complete Financial Aid Exit counseling (December Completers)	November 2, 2019
□ Deadline to withdraw from the university (full-term 16-week courses and 2 nd 8-week courses)	November 11, 2019
□ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	November 16, 2019
□ Deadline to submit the Graduation Clearance form for (December completers)	November 20, 2019
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for December Completers (<i>late fee applies</i>)	November 20, 2019
□ Final grades due in Registrar Office for (December Completers)	December 18, 2019

Applications for Graduation and Degree Plans are due in the Registrar's Office on or before September 17, 2019 for Fall 2019 completers. Any applications received after this will be processed and a late fee of \$25.00 applied.

Spring 2020 Critical Deadlines and Dates:

☐ First day to apply for graduation (May Completers)	July 1, 2019
☐ First day for prospective graduates to schedule the graduate proficiency exam. Please review the testing schedule at http://www.susla.edu/testing-assessment or contact Mr. Marquis Hall at mhall@susla.edu for details. NOTE: An Appointment is Required. (All Prospective Graduates)	July 1, 2019
☐ First day of class; add/drop period begins; late registration begins (late fee applies)	January 9, 2020
☐ Final Day to Pay fees for the for the Spring 2020 semester (<i>official census date</i>)	February 3, 2020
☐ Last Day to apply for graduation as a Summer 2020 degree completer	February 4, 2020
☐ 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 May Completers .	February 4, 2020
☐ First day to complete Financial Aid Exit counseling (May Completers)	March 1, 2020
☐ Last day to remove “I” grade	March 16, 2020
☐ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	March 16, 2020
☐ Last day to drop class with a “W”	April 8, 2020
☐ Graduation Fair	April 8, 2020
☐ Last day to submit Graduation Application to Registrar’s Office (All Prospective Graduates)	April 8, 2020
☐ Last day for advisors to submit Degree Plans (All Prospective Graduates)	April 8, 2020
☐ Deadline to pay graduation application fee and commencement participation fee (if applicable) <u>without</u> a late fee (May Completers)	April 8, 2020
☐ Deadline to submit the Graduation Clearance form (All Prospective Graduates)	April 8, 2020
☐ First day to retrieve commencement invitations from the bookstore (All Prospective Graduates)	April 8, 2020
☐ Deadline to withdraw from the university for Spring 2020	April 9, 2020
☐ Deadline to submit the Graduation Application Term Change request for May Completers	April 16, 2020
☐ Last day to pay graduation application fee and commencement participation fee (if applicable) for All Prospective Graduates (<i>late fee applies</i>)	April 16, 2020
☐ Last day to secure fiscal clearance to participate in graduation (All Prospective Graduates)	April 16, 2020
☐ Deadline to submit the Special Permission to Participate in the Commencement Ceremony Request Form for May Completers Only	April 16, 2020
☐ Deadline to retrieve invitations from the University Bookstore	April 18, 2020
☐ Final Grades due in Registrar’s Office for Prospective Graduates	May 11, 2020
☐ Honor Cord Distribution – 8:30 a.m. until 1:00 p.m. (All Prospective Graduates)	May 12, 2020
☐ Commencement Rehearsal (MANDATORY) 9:00 A.M. Shreveport Convention Center	May 13, 2020
☐ Commencement 5:30 p.m. Shreveport Convention Center (<i>graduates to arrive for check-in at 3:30 p.m.</i>)	May 13, 2020

Summer 2020 Critical Deadlines and Dates:

□ First day to complete Financial Aid Exit counseling (August Completers)	June 1, 2020
□ First day for prospective graduates to schedule the graduate proficiency exam. Please review the testing schedule at http://www.susla.edu/testing-assessment or contact Mr. Marquis Hall at mhall@susla.edu for details. NOTE: An Appointment is Required. (All Prospective Graduates)	June 1, 2020
□ 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 1, 2020
□ Final day to pay fees Summer Session I (8-week session) and II (first 4-week session) (<i>official census date</i>)	June 10, 2020
□ Last day to submit Graduation Application to Registrar's Office (August Completers)	June 10, 2020
□ Last day for advisors to submit Degree Plans (August Completers)	June 10, 2020
□ Deadline to pay graduation fees (graduation application fee and commencement participation fee, if applicable) for August Completers (<i>late fee applies</i>)	June 10, 2020
□ 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 August Completers).	June 10, 2020
□ Deadline to submit the Graduation Clearance form for August Completers	June 10, 2020
□ Last day to complete Financial Aid Exit counseling Follow-up Survey Financial Aid - (318) 670-9221	June 14, 2020
□ Last day to drop class with a "W" for Summer Session II	June 22, 2020
□ Deadline to withdraw from the university Summer Session II	June 24, 2020
□ First day to apply for Spring 2021 Commencement for December Completers	July 1, 2020
□ 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 2, 2020
□ Deadline to submit the Graduation Application Term Change request for August Completers	July 14, 2020
□ Final day to pay fees for Summer 2019 Session III (<i>official census date</i>)	July 14, 2020
□ Last day to drop class with a "W" for Summer Session I	July 15, 2020
□ Last day to drop class with a "W" for Summer Session III	July 23, 2020
□ Deadline to withdraw from the university Summer Session I	July 27, 2020
□ Deadline to withdraw from the university Summer Session III	July 27, 2020
□ Final grades due in Registrar Office for August Completers	August 4, 2020

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 - 3.49 (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 16, 2020**.

Graduation Application Fee

The Graduation Application Fee of \$90.00 is **required** for each student who submits an Application for Graduation. The fee will be automatically charged to your student account. 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 2018 to Fall 2019). Proof of payment is required for processing.

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. Proof of payment is required for processing.

Diploma Mailing Fee

Graduates not able to retrieve their diplomas from the Registrar's Office or immediately following the commencement ceremony (Spring completers only), can request that the diploma be mailed for a \$10.00 fee for each diploma. Proof of payment is required for processing.

Please complete the *Diploma/Certificate Mailing Request* and submit to the Registrar's Office. Proof of payment is required for processing.

ALL GRADUATION FEES ARE NON-REFUNDABLE.

FINANCIAL AID EXIT INFORMATION

Southern University Shreveport, Louisiana (SUSLA) has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year over 5 million students and employees complete these courses.

As part of our comprehensive financial literacy program for students, SUSLA expects you to complete the GRADUATION course. This online education will empower you to make well-informed decisions about issues that affect your years at SUSLA and beyond.

*******This is a part of your Financial Aid graduation requirements and both parts must be completed prior to *April 8th*. This requirement is in addition to Exit Counseling for loans. If you received any form of financial aid (i.e. Pell Grant, Student loans, PLUS loans, TOPS, LA Go Grant, Scholarships, & FSEOG.), you are required to take this course.*******

The GRADUATION course will be available starting **March 15th** with a deadline of **April 8th**.

PLEASE READ THE FOLLOWING CAREFULLY:

To fulfill SUSLA's Financial Aid requirements:

You will need one EVERFI Higher Education account to access the course(s) from your Dashboard*

- Go to: <http://www.everfi.com/login> and click Register
- Under "Student/Learner"
 - Enter the **Registration Code: suslatransit**
 - Click "Next" to create your EVERFI account
- Complete **Part 1** of the **GRADUATION** course by **March 31st**.
- After 5 days you will receive an invitation to complete **Part 2** of the **GRADUATION** course, which must be completed by **April 8th**.

***If you already have an EVERFI Higher Ed account**, go to <http://www.everfi.com/login>, enter your login information, then enter **registration code: suslatransit** in the "Add a Course" box in the top right corner of the Dashboard.

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years.
- You may take the course in multiple sittings.
- The course may include surveys to help personalize your experience and measure participants' attitudes and behaviors. All survey responses are confidential; the school will only receive information about the participant group as a whole and will never see individual answers.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting support.everfi.com.

STUDENT LOAN 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 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.

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

Exit Counseling:

1. Go to 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) 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>.

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

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. **All exam fees are NON-REFUNDABLE.**

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. Career Services Staff Member
8. Records and Registration Office Staff Member

GRADUATION FAIR

SUSLA sponsors the graduation fair, in collaboration with Follett Bookstore, to provide graduating students the opportunity to secure answers to questions and complete the graduation clearance process.

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).
- ✓ Complete the Career Services Registration form (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. Please submit a completed *Graduate Data Sheet*, located in the Commencement Guide, 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 16, 2020 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. 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 4:45 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 4:45 p.m. The procession will begin promptly at 5:00 p.m. Ushers will be available.
- H. A commercial photographer will photograph each graduate as his/her degree is presented. Students are encouraged to contact Mr. Jeremy Brown at 318-344-5932 to discuss photo packages and the order process.
- 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.

CALCULATE TOTAL GRADUATION FEES

Fee		My Fees
\$36.00	Graduate Proficiency Exam (<i>mandatory</i>)	
\$90.00	Graduation Application (<i>mandatory</i>)	
\$75.00	Commencement Participation (<i>optional</i>)	
\$7.50 each	Honor Cord (<i>optional</i>)	
\$25.00	Graduate Cap & Gown Pictures (<i>optional</i>)	
TOTAL FEES		

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



1. Confirm your graduation eligibility. 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.
2. Review and Verify grades. 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.
3. Apply for Graduation. 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. NOTE: A signed degree plan must accompany the graduation application upon submission to the Registrar's Office.
4. Submit official transcripts for credits earned at other institutions. 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.
5. Resolve past due balances or holds. 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.
6. Submit your regalia order. 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. NOTE: A late fee will be applied after the deadline.
7. Pay graduation-related fees. The Graduation Application Fee is required for each student who submits an application for graduation. An additional commencement participation fee is
8. Take Graduation Exit Exam. 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.
9. Complete all steps required to officially check out for the semester. 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.
10. Review the Commencement Guide. 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 http://www.susla.edu/page/registrars-forms .

GRADUATION RELATED FORMS

Fall completers: February 4, 2019 – September 6, 2019
Spring completers: February 4, 2019 – February 7, 2020
Summer completers: February 4, 2019 – June 5, 2020

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 # _____
(as it will appear on your degree)

FIRST DEGREE YOU ARE SEEKING:		SECOND DEGREE YOU ARE SEEKING (<i>in the same semester</i>):	
AAS	AGS	AS	CTS
CAS	TD	AAS	AGS
AS	CTS	CAS	TD
First Major _____	Second Major (if applicable) _____		
Completion Year: _____	Completion Year: (if applicable) _____		
Completion Term: Summer (August) Fall (December)	Completion Term: Summer (August) Fall (December)		
Spring (May)	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 application fee?		
Are you substituting any courses?		
If yes, are all substitution forms on file in the Registrar's Office? See your academic advisor for details.		
If no, all substitution forms must be received in the Registrar's Office by September 6, 2019 (Fall completers), February 7, 2020 (Spring completers) or June 5, 2020 (Summer completers).		
Have you taken courses at another college or university?		
If yes, please list the college/university(s).		
Are all of your official transcripts on file in the Registrar's Office?		
If no, you must secure official transcripts before September 6, 2019 (Fall completers), February 7, 2020 (Spring completers) or June 5, 2020 (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? NOTE: The commencement participation fee is required.		
If yes, please submit your <i>Graduate Measurement Form</i> to the University Bookstore by the deadline stated for your completion term.		

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: _____
E-mail Address: _____@skymail.susla.edu Personal Email Address: _____
(AT&T, Sprint, Verizon, etc.)

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: **\$90.00** (a late application fee may apply after the deadline). An additional **\$75.00** fee is required for all graduates participating in the commencement ceremony. **NOTE:** SUSLA reserves the right to modify any fee without prior notification.



SOUTHERN UNIVERSITY at SHREVEPORT

University Bookstore

Graduate Measurement Form

Submission Deadline (Fall completers): October 6, 2019

Submission Deadline (Spring completers): February 7, 2020

Submission Deadline (Summer Completers): July 31, 2020

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:
SUSLA (Banner) ID#: 900_ _ _ _ _	Phone Number: (____) _____	Check One: Male ☐ Female ☐
CAP Size (<i>Sure-fit</i>): ☐ SM ☐ MD ☐ LG ☐ XL	Height with Shoes: Feet Inches	Weight: (NOTE: An accurate number is required to ensure your robe fits as expected)
Full Title of Degree _____ Check One: ☐ Associate of Science ☐ Associate of Applied Science ☐ Certificate ☐ Technical Diploma		

December 2019 Completers: Complete and submit *Graduate Measurement* form to the University Bookstore on or before Noon by October 6, 2020.

May 2020 Completers: Complete and submit *Graduate Measurement* form to the University Bookstore on or before Noon by February 7, 2020.

August 2020 Completers: Complete and submit *Graduate Measurement* form to the University Bookstore on or before Noon by July 31, 2020.

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



SOUTHERN UNIVERSITY AT SHREVEPORT

Office of Career Services

Career Services Registration Form

Submission Deadline (*Fall Completers*): **November 20, 2019**

Submission Deadline (*Spring Completers*): **April 8, 2020**

Submission Deadline (*Summer Completers*): **June 10, 2020**

Full Name: _____

Age: _____ Gender: _____ Ethnicity: _____

Major: _____

Phone Number: _____ Email Address: _____

Social Media Contact: _____

Current Employment Information

Are you currently working? ____ Yes ____ No

Company Name: _____

Address: _____ City: _____ State: _____

Phone Number: _____

Job Title: _____

Full time or Part time: _____

Dream Job or Just a Paycheck: _____

Related to your major? ____ Yes ____ No

Continuing Education

Next school of enrollment? _____

Degree to pursue? _____



____ Registration Complete ____ I need help

www.purplebriefcase.com

Download the Purple Briefcase app in your app store for easy access to hundreds of jobs!

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: _____

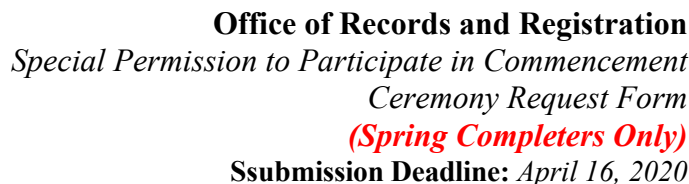
Type of Financial Support Expected: _____

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: _____



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. <u>OR</u>, if the course(s) is not offered at SUSLA this summer 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 th and a transcript sent to the SUSLA Registrar's Office by August 30 th . 25% of the credits required for the degree must be earned at SUSLA.	_____ Business Office Staff's Signature _____ Registrar's Office Staff's Signature

Major: _____ **Degree:** AAS ____ AGS ____ AS ____ CTS ____ CAS ____ TD ____

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

☐ Denied

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: _____

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: _____

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

2. _____
Library Staff Member

3. _____
University Police Staff Member

4. _____
Financial Aid Staff Member

5. _____
Testing Center Coordinator

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

6. _____
Research, Sponsored Programs & Institutional Effectiveness Staff Member

7. _____
Career Services 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: Wednesday, May 13, 2020

PLACE: Shreveport Convention Center

TIME: 5:30 p.m.
*(The doors will open at 4:30 p.m.
and the academic procession
begins promptly at 5:00 p.m.)*

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 7, 2020.**

COMMENCEMENT INVITATIONS

Each graduate will receive 5 standard invitations. Distribution begins April 8, 2020 in the University Bookstore. Invitations not retrieved by April 16, 2020 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 3:30 p.m. for lineup, dress inspection and final instructions for the Commencement Ceremony. Failure to arrive at the appropriate time may result in removal as a participant.
- 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

If you'd like to have your diploma mailed, please complete the Diploma Mailing Request form and call the cashier at 318-670-9305 to pay the \$10.00 mailing fee. Upon receipt of the Diploma Mailing Request Form and proof of payment, the diploma will be mailed to the address provided on the form within 5-7 business days.

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.

SELF-SERVICE BANNER (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.

STUDENT LOAN REPAYMENT OPTIONS

When it comes to repaying your federal student loan, there's a lot to consider. Understanding the details of repayment can save you time and money. Find out when repayment starts, how to make your payment, repayment plan options, what to do if you have trouble making payments, and much more by visiting <https://studentaid.ed.gov/sa/repay-loans/understand>.

You're strongly encouraged to review information about federal student loan repayment plan options, finding loan history and loan servicers, and making payments.

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



1. Provide current contact information to the Registrar's Office.

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 *Change of Name or Address* form to provide your current mailing address or email us at registraroffice@susla.edu to notify our office that you'd like to retrieve your diploma directly from the Registrar's Office. The form is located at <http://www.susla.edu/registrars-forms> under Student Initiated Forms.

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.

2. View and order your graduation photos.

Visit [www.wildjbrown.zenfolio.com/suslagrad\(insert last two digits of graduation year\)s](http://www.wildjbrown.zenfolio.com/suslagrad(insert last two digits of graduation year)s) (ex. www.wildjbrown.zenfolio.com/suslagrad19s) to view photos captured during the commencement ceremony. Special packages available for SUSLA.

3. Order your Commencement DVD.

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).

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 (registraroffice@susla.edu) or personal delivery (Leonard C. Barnes Administration Building, Room A-02).

4. Order your complimentary official transcript.

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 (registraroffice@susla.edu) or personal delivery (Leonard C. Barnes Administration Building, Room A-02).



Office of Records and Registration
Duplicate Diploma Order Form

Fax: 318-670-6344
Email: registraroffice@susla.edu

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

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: _____

REGISTRAR'S OFFICE USE ONLY				☐ cash
Received Date: _____	Mailed Date: _____	Picked-Up Date: _____	Payment information:	☐ money order
				☐ credit card

Recent graduates who prefer to receive their diplom via United Stated Postal Service (USPS) must complete the diploma mailing request form, pay the required \$10.00 mailing fee (*applies to one diploma only*) and return the form to the Office of Records and Registration for processing by mail, fax or email. Please contact the cashier at 318-670-9305 to pay via phone. Diplomas are shipped to U.S. addresses only. **NOTE:** An additional diploma can be secured by completing the *Duplicate Diploma Request* form located on the Registrar's Office web page.

Student Information		
Last Name:	First Name:	Middle Name:
Student ID:	Last 4-digits of SSN:	Date of Birth:
Graduation Date:	Degree (<i>AS, AAS, CTS, TD, etc</i>):	Program/Major:
Home Telephone:	Cell Telephone:	Work Telephone:
Email Address:		

Mailing Address		
Street Address:		
City:	State:	ZIP:

I request and give permission for SUSLA to mail my diploma to the mailing address provided above.

Signature of Alumnus

Date

NOTE: Southern University at Shreveport (SUSLA) reserves the right to withhold transcripts and diplomas until all financial obligations (including fees, fines, and any outstanding balance) to the university have been satisfied.

Southern University at Shreveport (SUSLA) regrets that we cannot be responsible if the diploma is lost, stolen, or damaged in the mail. In the event that you do not receive your diploma or it is damaged upon delivery, you will be responsible for ordering a replacement copy and for all associated fees.

Southern University at Shreveport
Office of Records and Registration
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana 71107
Phone: (318) 670-9229
FAX: (318) 670-634
registraroffice@susla.edu
www.susla.edu

Registrar's Office
Date Processed:
Processed by:

Name: _____ Last 4-digits of SSN: _____ DOB: _____

Maiden Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

*Email Address: _____ (*required for notification purposes)

TYPE OF GRADUATE: SUSLA Graduate SUSLA Major _____

Dual Enrollment Graduate Name of High School: _____

Completion Term/Year: _____ Graduation Date: _____

REASON FOR TRANSCRIPT REQUEST: Transfer Employment Self
Other _____

CHECK BELOW:

Student Pick-Up Mail (via US Postal Service) e-SCRIP (via electronic transcript service)

PLEASE ISSUE AN OFFICIAL COPY OF MY TRANSCRIPT TO:

Name (Organization): _____

Attention: _____ Department: _____

Address _____

Street Address

City

State

Zip

In order to comply with the Privacy Act of 1974, transcripts of credits will be supplied to all students and former students only when requested in writing. All financial obligations must be paid in full.

Please allow 3-5 days to process this request. During peak times, such as registration, graduation and the beginning or ending of a semester/term, the process may be delayed.

Student's Signature _____ **SUSLA ID: 900** _____ **Date** _____

To ensure that no person can obtain your information without your permission, if you have designated someone (designee) to receive this information for you, please identify the person by name and ensure the designee is able to provide picture identification upon receipt. Name: _____

Note: This request will be retained in the Registrar's office for one semester/term. It is the student's responsibility to follow up on the status of his/her request. After this designated period the request will be destroyed and the student will be required to resubmit a request and the required fee.

Registrar's Office Use Only
Date Processed:
Processed by:

Commencement Ceremony DVD Order Form

Relive the moment and preserve the Southern University at Shreveport Commencement Ceremony with a professionally videotaped and edited DVD that captures the complete ceremony from beginning to end, including each graduate receiving his/her degree. Reserve your copy today!



Personal Information

First Name _____

Last Name _____

Student ID **900** _____ Phone _____

Email Address _____

Commencement Ceremony

Date: _____

Delivery Method

Retrieve from Registrar's Office

Mail to my address

Mailing Address

Street Address: _____

City: _____

State: _____ Zip: _____

Payment Method (proof of payment required)

Quantity ____ x \$20.00 = \$_____

I have paid the required amount for my order.

I will pay the required amount for my order.

Please submit the order form to the Registrar's Office for processing (fax to 318-670-6344; email to 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).

Please allow 2 – 4 weeks for delivery. Thank you for your order



Dr. Rodney A. Ellis
Chancellor

Mrs. Janice Sneed
Interim Vice Chancellor for Academic Affairs and
Workforce Development

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