



Countdown to Cap & Gown

SOUTHERN UNIVERSITY AT SHREVEPORT

WHAT: Spring 2022 Commencement Ceremony
WHEN: Wednesday, May 11, 2022, 6:00 p.m.
WHERE: Shreveport Municipal Auditorium
705 Elvis Presley Avenue
Shreveport, LA 71101

Commencement Cues (Weeks 4 & 3)

1. All holds **must** be removed in order to participate in the commencement ceremony. Any hold will prevent you from viewing your grades, participating in the commencement ceremony, receiving your diploma and requesting an official transcript. Your hold status is displayed in Self-Service Banner.
2. All graduation requirements **must** be met in order to participate in the commencement ceremony. This includes academic requirements (grades) and university requirements (clearance). Failure to satisfy both requirements will deem you ineligible to participate. Final exams are scheduled April 23rd – 28th and grades are due on May 4th.
3. Graduates **must** attend mandatory rehearsal scheduled for Tuesday, May 10th at 1:00 p.m. Graduates must arrive 12:00 - 12:30 p.m. for check-in and plan to participate until 4:00 p.m. Detailed information will be included in next week's *Countdown to Cap & Gown*.
4. Students **must** RSVP to participate in the commencement ceremony. The closing date is Monday, April 25, 2022.
5. Complimentary graduation photos are available April 18 – April 29 in the Leonard C. Barnes Administration Building, Room A71. Students are able to take headshot photos (professional and cap & gown) on Wednesdays, 2:00 – 4:00 p.m. or Fridays, 10:00 a.m. – 12:00 p.m. A digital copy will be available immediately upon completion (a jump drive is required for this option). **NOTE:** Regalia will be provided for the photo opportunity.
6. For your convenience, the format for the graduation invitation is electronic (digital). The link will be released this week in a separate email.
7. Regalia (cap & gown) has been shipped to the mailing address on the graduate measurement request form for students who have met the requirements (submitted the request by the April 7th deadline and submitted proof of payment for the commencement participation and regalia shipping fees). Please be reminded regalia **must** be secured through the University Bookstore. Failure to do so will deem you ineligible to participate. If you have questions about your order, please contact the University Bookstore at 1142mgr@follett.com.

Helpful Links:

- *All Things Graduation* webpage
<https://www.susla.edu/page/all-things-graduation>
- *2021-2022 Commencement Guide*
<https://www.susla.edu/page/all-things-graduation-table-of-contents>
- *Commencement 2022 RSVP*
<https://www.susla.edu/form/589>

NOTE: **April 25, 2022** is the **closing date** to submit graduation-related documents, to include graduation clearance form, proof of payment, outstanding requirements, RSVP, special permission to participate, etc. Failure to adhere to this deadline will jeopardize your participation in the commencement ceremony.

Students are strongly encouraged to submit all graduation-related documents through the Registrar's Office secure document upload.