

SOUTHERN UNIVERSITY AT SHREVEPORT

Office of the Registrar

Frequently Asked Questions (FAQs)

Graduation and Commencement

1. How do I apply for graduation?

An annual *Commencement Guide* is published by the Registrar's Office and released to all students via email, as well as posted to the Registrar's Office Forms page. The Commencement Guide contains all matters related to graduation, to include the graduation application, check-out form, graduate measurement form and much more.

Students are strongly encouraged to maintain an active SUSLA email account during enrollment.

2. What is a degree audit?

A degree audit enables the degree auditor in the Registrar's Office to monitor the academic progress of a student toward degree completion and the courses needed to meet their major and university requirements.

3. How do I obtain a degree plan?

Contact the Academic Advisor for your declared major or see the Chairperson for your Department or Dean for your Division.

A degree plan cannot substitute for meeting personally with your advisor, but it can be a valuable tool for both of you when you do meet.

4. How do I show proof of graduation before degrees are officially approved and posted to the transcript?

Prior to the conferral of degrees during the commencement exercise, degree completers are able to request a *Letter of Completion* by emailing your request to registraroffice@susla.edu. The request must include your name, SUSLA Banner ID or last four-digits of your social security number.

5. When is commencement?

Southern University at Shreveport hosts a commencement exercise in May of every year. The date is published on the annual Academic Calendar.

6. I just graduated. When and how do I get my diploma?

Candidates who complete degree requirements, to include payment of graduation fees, by the specified deadline will be able to retrieve diplomas immediately following the commencement ceremony.

For those who do not participate in commencement, diplomas will be mailed to the address stated on the *Application for Graduation*.