

Graduation Checklist

Spring Commencement

Graduation Date: Sunday, May 14, 2017, at 2p.m.

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

- ☐ Complete your college's degree checkout paperwork. If your degree checkout is received by the Admissions and Records Office less than three weeks prior to the graduation date, your diploma may be ordered during the late diploma order, which takes place approximately one month after the graduation ceremony.
- ☐ Complete the **Graduation Application** included in the Graduation Packet and submit it to the Admissions and Records Office by **Wednesday, April 12, 2017**.
- ☐ Complete The Outcomes Survey, which gathers information about your post-graduation plans. Completion of the survey will qualify you for a drawing to win a variety of prizes from CSO, including iPads and gift cards, and will provide LSUS with critical information necessary for career and academic advising, student recruitment, and institutional reporting needs. On or around 5/2/17, you will receive an email providing directions about completing The Outcomes Survey. Once you graduate, you can also [request a link](#) to the survey to keep us posted on your progress. Your participation is greatly appreciated; it should take less than 10 minutes.
- ☐ **One diploma is included in the graduation fee.** Effective **March 23, 2015**, duplicate diplomas may be ordered after commencement. Please include your receipt with the Request for Duplicate Diploma form.
- ☐ Pay the **\$50 graduation fee** by **Wednesday, April 12, 2017**. The graduation fee may be paid online through myLSUS. Other payment options include mailing a check or money order (mail to the Department of Accounting Services, One University Place, Shreveport, LA 71115) or paying in person with cash, check, or money order at the cashier's desk in the Administration Building, room 129. **The graduation application fee is non-refundable.**
- ☐ **Successfully complete** all currently enrolled courses.
- ☐ If you are currently enrolled at another institution, please request an official transcript to be sent to the LSU Shreveport Admissions and Records Office (One University Place, Shreveport, LA 71115). ***As per university policy, official transcripts are required from all other universities attended. Transcripts are required regardless of whether credit was earned or desired or whether work is shown on another transcript.***

Reminder: For all of your graduation needs, make plans to attend the Graduation Fair in the LSUS Bookstore. **The Spring 2017 fair is scheduled for Tuesday, March 14, from 9 a.m. to 5 p.m., and Wednesday, March 15 from 9 a.m. to 5 p.m.** Representatives from various departments will be available during these times to assist you with regalia, invitations, class rings, diploma frames, etc. **Online students** should contact the LSUS Campus Bookstore by phone at (318) 797-5212 or via e-mail at bookstore@lsus.edu to order graduation regalia.

Your degree will not be posted on your transcript and your diploma will not be released until all of your graduation requirements have been completed.

Pre-Commencement Information

Requirements Completion

Complete all the degree requirements, including the successful completion of any currently enrolled courses.

Financial Obligations

Before you may receive your final transcript, all financial obligations must be paid. You may pay the graduation fee online through myLSUS. Other payment options include mailing a check or money order (mail to the Department of Accounting Services, One University Place, Shreveport, LA 71115) or paying in person with cash, check, or money order at the cashier's desk in the Administration Building, room 129. The graduation application fee is non-refundable.

Graduation Accessories

Announcements, caps, gowns, masters' hoods, invitations, diploma frames, and senior rings may be purchased and picked up at the **LSU Shreveport Bookstore**. Late orders may be subject to additional charges. Special size gowns are available by special order (check with the Bookstore for details). If you need additional information, please contact the LSU Shreveport Bookstore at (318) 797-5302.

Graduation Fair

Dates for the spring 2017 graduation fair are Tuesday, March 14, from 9 a.m. to 5 p.m., and Wednesday, March 15 from 9 a.m. to 5 p.m. Representatives from various departments will be available during these times to assist you.

Commencement Ceremony Information

Attendance

You are strongly encouraged to attend the graduation ceremony on Sunday, May 14, 2017. The ceremony will begin promptly at 2 p.m. The ceremony will be held at the CenturyLink Center which is located at 2000 CenturyLink Center Drive, Bossier City, La.

Assembly

Report to the Administrative entrance (near parking lots A and B) of the CenturyLink Center by **12:45 p.m.** wearing your cap and gown. Ushers and signs will direct you to the line-up area for your college. Each college will line up in a different location. When you enter the line-up area, you will be given a card which will have your name and line position number on it. **Do not lose this card.** You must have it to present to the announcer on stage so that your name can be called. After you have checked in, go to the area designated for your college and line up as directed by the faculty marshals. Please do not leave your place in line (except when your college is called for pictures). Note that traffic approaching the CenturyLink Center can become very congested, so be sure to allow yourself enough time to account for traffic delays.

Processional

All candidates will march in the processional which departs from the line-up area. You will march and be seated in a definite order within your college. This will ensure that you will be in the proper order when you proceed across the stage to receive your diploma. It is important that you follow the instructions of the marshals as they guide you through the ceremony.

Dress

Appropriate dress is required to maintain the dignity of this special occasion. For the best appearance, hang your gown overnight or press it with a cool iron and pressing cloth. Caps, gowns, master's hoods, announcements, and rings may be purchased through the LSU Shreveport bookstore.

The tassel on the cap should be worn suspended over the right front of the cap. Do not change the position of the tassel. A photographer will take a photograph of you as you receive your diploma and the tassel must be away from the camera.

Women:

Dresses or slacks may be worn under your robe. However, please keep in mind that the garment should not detract from the dignity of the academic costume. Dark shoes look best. You should wear comfortable walking shoes because you will be standing for long periods of time, walking up a ramp to reach the stage and going down stairs to exit the stage.

Please do not carry a purse. If you must have a purse, arrange for a friend or family member to hold it for you. Before you arrive for the ceremony, attach your collar to your gown with safety pins. Bring bobby pins as needed to secure your cap to your hair. Do not remove your cap during the ceremony.

Men:

Under your robe, wear long trousers, dark socks, dark shoes, and a shirt with a tie. Remove your cap during the National Anthem, invocation, and benediction.

Guest Seating

The CenturyLink Center has adequate seating for all guests. Therefore, tickets are not required and there is no limit to the number of guests you may invite to the ceremony.

Special Accommodations

Graduates who need special accommodations for the commencement ceremony should contact the Dean of Students at (318) 797-5116 so that appropriate arrangements can be made.

If a guest is hearing impaired and requires an interpreter, please contact the Dean of Students at (318) 797-5116 by Tuesday, May 9, 2017, so that an interpreter can be requested for the ceremony.

Guests who require seating accommodations should enter the CenturyLink Center through the main entrance. The CenturyLink Center is handicap accessible.

Photographer

A professional photographer will be taking pictures of graduates at the ceremony. Graduates will be contacted by the photographer with information regarding the purchase of pictures at the mailing address that is on file with the Admissions and Records Office within 4-6 weeks after the commencement ceremony. You may also view pictures one week following the commencement ceremony at the following website <http://www.gradphotonetwork.com/QPPlus/>.

If your mailing address has changed, please access your student record on myLSUS, click on the PROFILE tab and select Change Address. After making the changes to your profile information, click on Update.

Diploma and Honors Information

Diplomas

You will receive a diploma cover on stage. Your actual diploma will be given to you immediately following the ceremony. Diplomas for December graduates who do not attend the commencement ceremony will be available for release on Monday, May 14, 2017. Diplomas are mailed out to those graduates who request they be on their graduation application. All diplomas not picked up at the commencement ceremony or mailed immediately thereafter and that remain **one month after the commencement date** will be mailed to the student at the address on file.

Those picking up their diploma in the Admissions and Records Office, AD 168, must present a picture ID.

Honors Designation

A baccalaureate degree is awarded with honors to students who earn a minimum of 30 term hours of credit at LSU Shreveport and who maintain a high grade point average. To be eligible for honors, students must have a grade point average, **including course grades eliminated through the Repeat/Delete option and the Bankruptcy Policy**, that falls within the ranges shown below, both for courses taken at LSU Shreveport and for all courses. **Both the LSU Shreveport and Cumulative GPAs must be 3.50 or above to be awarded a degree with honors.**

| Honor | Grade Point Average |
|-----------------|---------------------|
| summa cum laude | 3.90 to 4.00 |
| magna cum laude | 3.70 to 3.89 |
| cum laude | 3.50 to 3.69 |

Students receiving honors will receive a second diploma with your honors designation printed on it approximately one to two weeks following the commencement exercise. These updated diplomas will be mailed to the student's address on record or to the address provided on the graduation application.

Post-Graduation Information

LSUS Email Account

Graduates will be allowed to utilize their LSUS email account for 3 semesters after graduation.

Graduation Application – Spring 2017

Submit this form to the Admissions and Records Office, Administration Building, room 168 by
Wednesday, April 12, 2017, for the fall commencement.

Name: _____ Student ID Number: _____

Degree (BA,BS,MA,etc.): _____ Major(s): _____

Minor(s): _____

Name (as it is to appear on diploma): _____

First

Middle

Last

If a name is not provided on the above line, your diploma will be printed with your name of record with the Admissions and Records Office.

If your name is difficult to pronounce, please spell your name out phonetically on the line below:

Please provide the following post-graduation contact information:

Telephone #: _____ Non-LSUS Email Address: _____

If you are **currently** enrolled at another college or university, as a regular student or for correspondence, please fill in the following:

Institution(S): _____

Course(s) you are registered for: _____

As per university policy, official transcripts are required from all other universities attended. Transcripts are required regardless of whether credit was earned or desired or whether work is shown on another transcript.

Please select ONE of the following choices:

- ☐ I am attending the commencement ceremony and will pick up my diploma at the CenturyLink Center.
- ☐ I am **not** attending the commencement ceremony and will pick up my diploma from the LSUS Admissions & Records Office (Administration Bldg. Rm 168) no later than one month after commencement.
- ☐ I am **not** attending the commencement ceremony and would like my diploma mailed to the address below:

Street: _____

City: _____ State: _____ Zip: _____

Note: All diplomas remaining in the Admissions and Records Office one month after the commencement date will be mailed to the student's address on record.

Signature: _____ Date: _____