

Graduation Checklist

Fall 2009 Commencement

Graduation Date: Saturday, December 19, 2009

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 one week 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.
- Download and print the Graduation Packet from the Registrar's website at <http://www.lsus.edu/registrar/graduation.php>.
- Pay the **\$30 graduation fee** by **Friday, November 13, 2009** for the fall commencement. You may pay the graduation fee online at compass.lsus.edu under "Payment." 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.**
- Complete the Hometown Change for Graduation News Release Form included in the Graduation Packet for the Office of Media and Public Relations. Submit this form to the Admissions and Records Office by **Friday, November 13, 2009** for the fall commencement.
- Complete the **Graduation Application** included in the Graduation Packet and submit it to the Admissions and Records Office by **Friday, November 13, 2009** for the fall commencement.
- Successfully complete** all currently enrolled courses.
- If you are currently enrolled at another institution and the coursework is required for the completion of your LSU Shreveport graduation requirements, please request an official transcript to be sent to the LSU Shreveport Admissions and Records Office (One University Place, Shreveport, LA 71115). **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 at compass.lsus.edu under "Payment." 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, and senior rings may be purchased and picked up through 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.

Commencement Ceremony Information

Attendance

You are strongly encouraged to attend the graduation ceremony on Saturday, December 19, 2009. LSU Shreveport sponsors a commencement ceremony at the CenturyTel Center in May and December. LSU Shreveport does not sponsor a summer commencement ceremony in August; however, summer graduates are encouraged to participate in the December ceremony.

Special Accommodations

If you need special accommodations for the commencement ceremony, please contact the Office of Student Affairs at (318) 797-5116 so that appropriate arrangements can be made.

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. 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.

Reception

Alumni Services host a reception for all graduates prior to the commencement ceremony at 8:30a.m. at the ceremony location. You will receive a formal invitation in the mail.

Assembly

Report to the Administrative entrance (near parking lots A and B) of the CenturyTel Center by 8:45a.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).

Guest Seating

The CenturyTel 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. The CenturyTel Center is handicap accessible.

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 insure 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.

Diploma and Honors Information

Diplomas

You will receive a diploma cover on stage. Your actual diploma will be given to you after the ceremony. Fall graduates' diplomas will be released on Monday, December 21, 2009 to those graduates who do not attend the commencement ceremony. Diplomas are mailed **upon request** by the Admissions and Records Office free of charge.

If you do not pick up your diploma from the ceremony or request that your diploma be mailed, your diploma will need to be picked up in the Admissions and Records Office. A picture ID is required to pick-up your diploma.

Honors Designation

A baccalaureate degree is awarded with honors to students who earn a minimum of 60 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

Graduation Application – Fall 2009

Name: _____ Student ID Number _____

College: _____ Degree: _____

Major(s): _____ Minors: _____

Please complete each bullet below (please print):

- 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: _____

- 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 on record in the Admissions and Records Office.

- **One diploma is included in the graduation fee.** If you would like additional diplomas, please indicate the number and pay \$5.00 for each additional diploma at the Department of Accounting Services prior to ordering.

Number of additional diplomas requested: _____ (\$5 each)

- If you would like to have your diploma(s) mailed to you, please check the box below and provide a mailing address for the diploma to be mailed to after graduation (please print clearly):

I would like my diploma(s) mailed to the address below.

Street: _____

City: _____ State: _____ Zip: _____

- Please provide a telephone number you can be reached at after graduation: _____
- **Submit** the \$30 graduation fee to the Department of Accounting Services (One University Place, Shreveport, LA 71115) and then submit this form and your graduation fee receipt to the Admissions and Records Office, Administration Building, room 168 by **Friday, November 13, 2009** for the fall commencement.
- Signature: _____ Date: _____

For Office Use Only:

Graduation Fee Receipt#: _____ Graduation Fee Paid: \$ _____ Date Received: _____

Extra Diploma(S) Receipt#: _____ Extra Diploma(S) Paid: \$ _____ Received By: _____

