Graduation Checklist
Spring Commencement
Graduation Date: Sunday, May 19, 2013 at 2:00PM

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 17, 2013 for Spring commencement.

☐ Complete the LSU Shreveport Graduate Survey located at www.lsuscareerpilot.com by Wednesday, April 17, 2013 for Spring commencement. This is mandatory for graduation.

☐ Pay the $30 graduation fee by Wednesday, April 17, 2013 for Spring commencement. 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.

☐ For the purposes of the graduation news release, if you would like your hometown listed as a city different from your address of record, please 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 Wednesday, April 17, 2013 for Spring commencement.

☐ 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.

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

The LSU Bookstore will be hosting its 2013 Spring Grad Fair on Monday, March 18, 2013 from 9:00 a.m. to 6:00 p.m. and on Tuesday, March 19, 2013 from 9:00 a.m. to 4:00 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 19, 2013. The ceremony will begin promptly at 2:00 p.m. The CenturyLink Center is located at 2000 CenturyLink Center Drive, Bossier City, Louisiana.

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.

Reception

Alumni Services hosts a reception for all graduates prior to the commencement ceremony at the ceremony location. You will receive a formal invitation in the mail from Alumni Services.

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 Office of Student Affairs at (318) 797-5116 so that appropriate arrangements can be made.

If a guest is hearing impaired and requires an interpreter, please contact the Office of Student Affairs at (318) 797-5116 by Tuesday, May 14, 2013, 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.

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 after the ceremony. Diplomas for May graduates who do not attend the commencement ceremony will be available for release on Monday, May 20, 2013. The Admissions and Records Office will mail diplomas only upon written request from the graduate.

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.

<table>
<thead>
<tr>
<th>Honor</th>
<th>Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>summa cum laude</td>
<td>3.90 to 4.00</td>
</tr>
<tr>
<td>magna cum laude</td>
<td>3.70 to 3.89</td>
</tr>
<tr>
<td>cum laude</td>
<td>3.50 to 3.69</td>
</tr>
</tbody>
</table>

Post-Graduation Information

LSUS Email Account

Graduates will be allowed to utilize their LSUS email account for 3 semesters after graduation.
Graduation Application – Spring 2013

Name: _______________________________     Student ID Number __________________________

Degree (BA,BS,MA,etc.):   _____________________    Major(s):     ________________________________
Minor(s): ___________________________________

Please complete each bullet below (please print):

• 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.

• Please provide a telephone number you can be reached at after graduation:  ______________________

• 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.

• 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 Wednesday, April 17, 2013 for the Spring commencement.

• 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. Submit a
copy of the fee receipt to the Admissions and Records Office with this form. Duplicate diplomas will not be
ordered without a receipt.

  Number of additional diplomas requested: ________ ($5 each)

• If you will not be attending the ceremony and 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 am not planning to attend and would like my diploma(s) mailed to the address below.
  Street: _______________________________________________________________________________
  City: ______________________________________   State: ________________   Zip: _______________

• Signature: _____________________________________________  Date: _________________________

For Office Use Only:
Graduation Fee Receipt#:_________________ Graduation Fee Paid: $_____________ Date Received:_______________
Extra Diploma(S) Receipt#: ________________ Extra Diploma(S) Paid: $____________ Received By:_________________
Hometown Change Form – Spring 2013
For Graduation News Release

Note: Please only fill out and return this form if you would like your hometown changed on the graduation news release.

The LSU Shreveport Office of Media and Public Relations will prepare a news release listing all graduates. For this purpose, “hometown” is the city/town of the graduate's local address on file in the LSU Shreveport Admissions and Records Office.

In some cases, students who come from (and their families still live in) another city have given the Admissions and Records Office their current Shreveport address. In those cases, the student’s “hometown” will come to Office of Media and Public Relations as “Shreveport.” If you would like your hometown listed as a city different from your local address of record, please indicate the city and Office of Media & Public Relations will change it manually for this one news release only.

The graduation news release will be sent to all news media outlets in Northwest Louisiana and to the following major daily newspapers in Louisiana: Alexandria Town Talk, Baton Rouge Advocate, Lafayette Advertiser, Lake Charles American Press, Monroe News Star, and New Orleans Times-Picayune. If your “hometown” as defined above is somewhere other than our normal distribution and you wish to have a news release sent to your hometown newspaper, please provide the name of that newspaper and the city/town where it is published.

If you have questions about the graduation news release, please contact the Office of Media and Public Relations, at 318-797-5108.

Graduate’s Full Name: ________________________________________________________________

Change Hometown from: ___________________________  __________

City                  State

to: ___________________________  __________

City                      State

Hometown Newspaper*: _____________________________________________________________

Newspaper Name ___________________________  City where published

________________________________________

Newspaper e-mail/website

Student’s Signature: ___________________________  Date: _________________________

* If not on normal distribution as outlined above