Graduation Checklist for Summer 2019  
(Sessions 1, 1A, 1B, AP1, and 1C only)

Degree Conferral Date: Wednesday, August 7, 2019
Fall Commencement Ceremony: Friday, December 20, 2019 at 2PM

*Degree Conferral Date referenced above applies to students who will meet degree requirements at the end of sessions 1, 1A, 1B, AP1, and 1C.

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

This checklist serves as your way of knowing whether or not you have completed all requirements for graduation. Please retain a copy.

☐ You are officially considered a potential graduate once your degree checkout has been received by the Records Office. You will not begin receiving graduation communication from the Records Office until this occurs. The degree checkout paperwork is submitted to the Admissions and Records office by your department.

☐ Complete the Graduation Application (next page) and submit it to the Admissions and Records Office by Friday, July 5, 2019. It can be emailed to: registrar@lsus.edu, or faxed to (318) 797-5286. You will receive e-mail confirmation upon receipt. Graduation candidates who submit documents after this date will have their diplomas ordered with the name that appears on record.

☐ Pay the $50 graduation fee by August 7, 2019. The non-refundable graduation fee may be paid online using myLSUS, by mailing a check or money order to the Department of Accounting Services (One University Place, Shreveport, LA 71115), or by paying in person with cash, check, or money order at the cashier’s desk in Room 129 of the Admin. Building. Note: You do not have to pay the fee again if you have previously earned a degree from LSUS.

☐ 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. If transcripts are not received by the graduation deadline, your degree will not be conferred.

☐ Complete the Outcomes Survey, which gathers information about your post-graduation plans – whether that is employment, graduate/professional school, a service program, or military service. By participating, you will be entered into a drawing to win prizes (iPads and gift cards) and your responses will provide LSUS with critical information that will help current and future students. On or around 8/04/19, you will receive an email providing directions about completing the survey. Once you officially graduate, you can also request a link to the survey to keep us posted on your progress. The survey should take less than 10 minutes to complete and we greatly appreciate your participation!

☐ For all of your graduation needs, make plans to attend the Fall Graduation Fair in the Art Gallery of the University Center. The Fall 2019 fair date is TBD. Representatives from various departments will be available during this time to assist you with regalia, invitations, class rings, diploma frames, etc. Please contact the Bookstore directly with any questions. (318) 797-5212 or via e-mail at bookstore@lsus.edu. The bookstore will provide more information about online ordering for students who are unable to attend the Graduation Fair.

☐ Please read through the Frequently Asked Questions on the graduation page for important details: https://www.lsus.edu/offices-and-services/records-and-registration/graduation

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.
Graduation Application – Summer 2019 | Degree Conferral Date: August 7, 2019

Submit this form to the Admissions and Records Office, Administration Building, room 168 by Friday, July 5, 2019. Either fax the form to (318) 797-5286 or e-mail it to registrar@lsus.edu.

*This application is for students who will meet degree requirements at the end of sessions 1, 1A, 1B, AP1, or 1C only.

Name: ____________________________________     Student ID Number: __________________________

Degree (BA, BS, MBA, 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 provide an updated and current address below for the mailing of your diploma. This address should be valid for 1-2 months post-conferral date. All diplomas will be mailed out in the month following your conferral. If an address is not provided below, or a graduation application is not submitted by the deadline, diplomas will be mailed to the address as it appears on record. Please contact registrar@lsus.edu if you need your diploma shipped internationally.

Street: _______________________________________________________________________________

City: ______________________________________   State: ________________   Zip: _______________

The fall commencement ceremony will be held on Friday, December 20, 2019 at 2pm. Louisiana State University Shreveport encourages all graduates to attend the spring commencement ceremony to allow your family, friends, and LSUS faculty and staff to honor you for your achievement.

Please select ONE of the following choices:

☐ I am attending the December commencement ceremony

☐ I am not attending the December commencement ceremony

Note: Diploma covers will be handed out at the Commencement Ceremony. Covers will not be distributed outside of the Ceremony.

Signature: ___________________________________________  Date: ____________________________