

Pre-Commencement Information

I am completing my degree requirements this semester. What are my next steps?

Please log-in to your **myLSUS** to fill out and submit the **Graduation Application**, available in your Quick Links. The application will only be available during the semester **in which you are graduating**. For example, a spring graduate cannot fill out their graduation application during the fall semester. Please check below to see when your degree will be conferred.

Please submit your graduation application and any changes no later than 1 month prior to graduation. Submissions or changes submitted after the deadline may not be reflected on your diploma or in the Commencement Program. *Note: The name on your diploma will appear **EXACTLY** how you input it when completing the application for graduation. Students who input their name incorrectly will need to order a replacement diploma at a cost of \$25.*

Download the **Graduation Checklist** from the graduation web page. The checklist serves as a reminder of the different graduation requirements.

Students failing to satisfy degree requirements (e.g. grades or GPA calculations) are removed from the graduation list by the Registrar's office. The student and their Dean(s) are notified in a timely manner as to the removal.

What is a conferral date? What is a ceremony date?

A conferral date refers to the date your degree is posted to your LSUS transcript.

A ceremony date refers to the date you attend the ceremony to celebrate your awesome accomplishment.

Depending on when your degree is conferred, the conferral and ceremony dates may be the same.

What are the remaining 2021 conferral dates?

The conferral date is the day you are officially granted your degree. This date will appear on your transcript and your diploma.

October 26, 2021 – applies to students enrolled in online, accelerated programs who complete degree requirements by the end of fall sessions AP1 or 1C.

December 16, 2021 – applies to students who completed degree requirements by the end of summer sessions AP1/1C, AP2/1D, 1. This includes students on a traditional or accelerated schedule and on campus or online.

December 17, 2021 – applies to students who complete degree requirements by the end of fall sessions 1, AP2, or 1D. This includes students on a traditional or accelerated schedule and on campus or online.

What are the ceremony dates for summer and fall 2021 graduates?

Summer 2021 Graduation Ceremonies

Two commencement ceremonies are scheduled for our recent summer graduates on Thursday, December 16th at 9am and 2pm CST at the Brookshire Grocery Arena in Bossier City, LA.

Because of the size of our graduating class, we have split our ceremonies into two time slots.

- **The 9am ceremony will recognize students with last names beginning with the letters A-K**
- **The 2pm ceremony will recognize students with last names beginning with the letters L-Z**

Fall 2021 Graduation Ceremonies

Ceremonies for Fall 2021 graduates are scheduled to take place on Friday, December 17.

- The ceremonies will be divided by last name.
 - Last names A – K will have their ceremony at 9 am. Last names beginning with L – Z will have their ceremony at 2 pm.
 - At this time, we are unable to accommodate any request to change your assigned ceremony date or time.
- The event will be livestreamed on Facebook for those who are unable to attend in-person.
- If you come to the event, **you must stay for the entirety of graduation**. Early exits cause disruptions for the other graduates, and if you exit early, you'll miss the Second Line Brass Band, a Louisiana and LSUS tradition.

What COVID protocols are in place to ensure everyone's safety at the upcoming commencement ceremonies?

Due to the governor's easing of COVID-19 restrictions, the wearing of masks will be required; however, proof of vaccinations will not.

- Physical distancing will be enforced.

After Graduation

The facility has asked that everyone exit the building as quickly as possible after the event is complete. You are welcome to take photos outside of the arena or in the concourse area.

If you have any questions about the event, please contact the Records Office at registrar@lsus.edu.

When will I receive communication regarding graduation?

You will be contacted immediately via e-mail when the Records Office receives your degree checkout from your department. Receipt of the degree checkout is what officially places you on our list of potential graduates.

After that confirmation email, you should not expect to hear from the Records Office unless additional information is required.

Any notifications regarding graduation will be sent to your student email account. Please check your email throughout the semester for any important updates.

How do I pay my \$50 graduation fee?

Please note that the graduation fee will not appear on your myLSUS account until one of the following occurs: you have submitted your graduation application online through myLSUS; or the Records Office receives the signed degree checkout from your department.

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.

If you have previously graduated with a degree from LSUS, you will not have to pay an additional graduation fee.

How do I purchase my graduation regalia?

Announcements, caps, gowns, master's hoods, invitations, diploma frames, and school rings may be purchased and picked up at the **LSU Shreveport Bookstore**. You are encouraged to make it to the Graduation Fair if you are able.

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) 797-5212 or via e-mail at bookstore@lsus.edu

During specific timeframes, students can purchase caps and gowns online at: <https://lsus.shopoakhalli.com/purchasewizard/Welcome>

Diploma frames can be purchased here: <https://lsus.bncollege.com/shop/lsus/products/gifts-accessories/diploma-frames/diploma-frames-40570?parentSubCatIdFlag=true>.

Commencement Ceremony Details

If I am graduating, what time should I arrive to Commencement?

With current COVID-19 protocols in place, we ask all graduates to arrive at the Brookshire Grocery Arena (near parking lots A and B) **two hours prior** to their scheduled ceremony wearing their cap and gown. Ushers and signs will direct you to the line-up area. When you enter the line-up area, you will be given two cards which will have your name on it. **Do not lose these cards.** You must have them to present one to the photographer and one to the announcer so that your name can be called. After you have checked in, you will line up as directed by the faculty marshals.

Note that traffic approaching the Brookshire Grocery Arena can become very congested, so be sure to allow yourself enough time to account for traffic delays.

Is there a Rehearsal?

There is no rehearsal for the commencement ceremony. Faculty marshals and staff will be on hand to assist with all aspects of the ceremony. It is important that you follow the instructions of the marshals as they guide you through the ceremony.

What should I wear underneath my cap and gown?

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.

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.

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.

How many guests can I bring to Commencement?

The Brookshire Grocery Arena 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.

What if I (or my guest) require 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 Friday, December 3, so that an interpreter can be requested for the ceremony.

Guests who require seating accommodations should enter the Brookshire Grocery Arena through the main entrance. The Brookshire Grocery Arena is handicap accessible.

How are graduates seated for the ceremony?

Graduate students are seated as one group; undergraduate students as another. Students are not required to sit together alphabetically or according to college or degree, but may do so if they wish.

How long will the Ceremony last?

Although the length of each ceremony varies with the number of graduates, it is best to plan for up to two-three hours. Graduating students are asked to respect the other graduates by **staying for the entire ceremony.**

I am traveling from out of state. Do you have any information about the Shreveport/Bossier area?

If you and your guests are traveling from out of state, please check out <https://www.shreveport-bossier.org> for suggestions about accommodations and local attractions.

How do I purchase the photographs from Commencement?

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

When will I receive my diploma?

All diplomas will be mailed in a hard, protective mailer to the address provided on your graduation application by the end of the month following your conferral date. (Example: December commencement – by end of January; May commencement – by end of June)

Students who reside outside of the United States and who wish to have their diploma mailed to an international address should contact the Records Office at registrar@lsus.edu with that address. Note: The campus will mail your diploma to you via Fed Ex or UPS only.

If a graduation application is not submitted by the deadline, diplomas will be mailed to the address as it appears on record. It is important to submit a graduation application and update your address in myLSUS to avoid the misplacement of your diploma.

*Note: The name of your diploma will appear **EXACTLY** how you input it when completing the application for graduation. Students who input their name incorrectly will need to order a replacement diploma at a cost of \$25.*

Diploma covers are issued **at the commencement ceremony**. Please make plans to attend the ceremony if you would like a cover may request a cover *after the ceremonies have taken place*.

I am interested in getting more than one copy of my diploma. How do I do this?

One diploma is included in the graduation fee. Duplicate diplomas may be ordered after your conferral date. Please include your receipt of payment with the Request for Duplicate Diploma form (found [here](#)). If you are unable to visit the Cashier's Desk in-person, please mail both the completed form and a check or money order to the Department of Accounting Services (One University Place, Shreveport, LA 71115). The fee is \$25 per copy.

Can you tell me more about graduating with honors?

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.**

Please note, honors designations are awarded to undergraduate students only. Graduate students are not eligible to earn a degree with honors but are welcome to wear any honors regalia they receive through departmental or national honor societies.

Undergraduate students will receive honors cords upon checking in at Commencement.

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

Honors candidates who have outstanding transcripts should send all official transcripts to our office by COB on December 13 (for the Fall '21 Commencement). Failure to meet this deadline can result in being omitted from the honors insert in our Commencement Program. Diplomas and honors cords cannot be released to students who are missing paperwork such as an official transcript.