Pre-Commencement Information

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

1. Log into myLSUS to fill out and submit the Graduation Application, available in the Quick Links. The application will only be available during the semester in which you are graduating.

Deadline to submit: One month prior to your conferral date (date degree is posted to transcript)

Your name will be printed on your diploma EXACTLY how you input it here, to include capitalization, spaces, commas, etc.
2. Download the **Graduation Checklist** from the graduation web page. The checklist serves as a reminder of the different graduation requirements.

3. Pay the **$50 graduation fee** via myLSUS.

   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.*

4. Order your **graduation regalia** (cap, gown, hood, etc.) from campus bookstore by established deadline.

   Purchase your announcements, caps, gowns, master’s hoods, invitations, diploma frames, and school rings from the campus 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) 797-5212 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

   Click here to purchase a diploma frame: https://bit.ly/2A6nD2E

5. Successfully **complete remaining coursework**.

6. **Celebrate** your accomplishment at the commencement ceremony!

**When will I receive communication regarding graduation?**

   We will contact you via your student e-mail as soon as your department notifies us that you are graduating this term.

   We will then send you periodic updates via text and your student e-mail account as various deadlines draw near.

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

   A **conferral** date refers to the date your degree posts 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 2022 conferral dates?

The conferral date is the day we officially post your degree to your transcript. This date will also appear on your diploma.

**March 15, 2022** – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of spring sessions AP1 or 1C. There is no Commencement ceremony in March. All March graduates are encouraged to participate in our May Commencement ceremony.

**May 13, 2022** – applies to students who will complete degree requirements by the end of spring sessions 1, AP2, or 1D. This includes students on a traditional schedule and online.

**June 5, 2022** – applies to students who complete degree requirements by the end of summer sessions AP1 or 1C. This includes students on a traditional schedule and online.

**August 10, 2022** – applies to students who complete degree requirements by the end of summer sessions 1, 1A or 1B. This includes students on a traditional schedule and online.

**August 30, 2022** – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of summer sessions AP2 or 1D.

**October 25, 2022** – applies to students enrolled in an online, accelerated program who complete degree requirements by the end of fall sessions AP1 or 1C. There is no Commencement ceremony in October. All October graduates are encouraged to participate in our December Commencement ceremony.

**December 16, 2022** – applies to students who will complete degree requirements by the end of fall sessions 1, AP2, or 1D. This includes students on a traditional schedule and online.

Commencement Ceremony Details

What time should I arrive to Commencement?

Please arrive two hours prior to the ceremony wearing your full regalia. Ushers and signs will direct you to the line-up area. When you enter the line-up area, we will give you two cards with your name on them. *Do not lose these cards.* You will present one to the photographer, and the other to the announcer.

Note that traffic approaching the 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?

For assistance with the proper wear of your graduation regalia, click here: [https://vimeo.com/652988995](https://vimeo.com/652988995).

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.
The tassel on the cap is worn suspended over the **right front** of the cap.

**Women:** Dresses or slacks may be worn under your robe. 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.

**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 arena has adequate seating for all guests. 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 guests) require special accommodations?**

Graduates who need special accommodations for the commencement ceremony should contact the Records Office at (318) 797-5063 so that appropriate arrangements can be made.

Guests who require seating accommodations should enter the arena through the main entrance. The 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](https://www.shreveport-bossier.org) for suggestions about accommodations and local attractions.

**How do I purchase 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 Records Office within 4-6 weeks after the event. You may also view pictures one week following the commencement ceremony at the following website: [http://www.grad photonetwork.com?QPPlus](http://www.grad photonetwork.com?QPPlus).
Diploma and Honors Information

When will I receive my diploma?

All diplomas are mailed 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 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.

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?

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.

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.

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

<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>

Honors candidates who have outstanding transcripts should send all official transcripts to our office by COB on the Monday prior to your conferral date. Failure to meet this deadline can result in your being omitted from the honors insert in our Commencement Program. Diplomas and honors cords are not released to students who are missing paperwork such as an official transcript.