GRADUATION CHECK-OUT DIRECTIONS – Spring 2014

1) Report to information desk in Seymour Gym to obtain graduation Check-Out forms

   Reporting Schedule

   • A-Z 8:00 A.M TO 4:30 P.M, Wednesday, May 7, 2014.

2) Complete career counseling and placement survey

   a. Bring a #2 pencil
   b. Blacken appropriate spaces on the Southern University Survey Answer Form only

3) Pick up a copy of your Degree Candidate Check-Out Form.

   Study the form carefully and ask any questions concerning items that are not clear to you
   Make sure all spaces on the Degree Candidate Check-Out Form have been completed with the appropriate signatures

Information Stations in Seymour Gym
Auxiliary Services (turn in ID cards)
Financial Aid
Comptroller
(Accounts Receivables / Collections, Library, Cashier)
College / School Deans
University Police

GRADUATION FEE FOR ALL GRADUATES = $41.00

NOTE: Cash, Money Orders, all major credit cards.
No personal checks will be accepted.

Return completed Check-Out Form to Graduation Check-Out Station in Seymour Gym before 4:30 P.M. Wednesday, May 7, 2014.

GRADUATION REHEARSAL
F.G. Clark Activity Center - Thursday, May 8, 2014-5 P.M-7 P.M.

NOTE: PARTICIPATION IN GRADUATION CEREMONY IS PREDICATED ON ATTENDANCE AT REHEARSAL

GRADUATION DAY
F.G. Clark Activity Center - Friday, May 9, 2014
- Report to Activity Center - 8:30am
- Assemble for line of march - 10:15am
- Beginning of Commencement Exercise - 10:30am

**PROCEDURES FOR DIPLOMA DISTRIBUTION Spring 2014**

1) Candidates will receive their diploma covers *only* during commencement. Names will not appear on the covers.

2) Diplomas will be issued to qualified candidates, alphabetically from five (5) stations, immediately following the commencement ceremony in the **NURSING SCHOOL AUDITORIUM** until 3 pm. A FEE of $5.95 is REQUIRED TO MAIL DIPLOMAS NOT PICKED UP.

3) Graduates will be required to sign their names and show a picture ID to receive their diplomas.

4) Diplomas will also be available in the Registrar’s Office, during regular working hours, the next business day after commencement exercises. Graduates must present a picture ID to receive their diplomas.

5) Students who are allowed to participate in commencement but have not graduated should not report to the **NURSING SCHOOL AUDITORIUM** to receive their diploma.

<table>
<thead>
<tr>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robe: (BLACK)</td>
<td>Robe: (BLACK)</td>
</tr>
<tr>
<td>Pants (Black or Navy Blue)</td>
<td>Dress (Black or Navy Blue)</td>
</tr>
<tr>
<td>SOCKS (Black or Navy Blue)</td>
<td>Shoes (Black or Navy Blue)</td>
</tr>
<tr>
<td>Shoes (Black or Navy Blue)</td>
<td>Jewelry (Small &amp; Simple Earrings)</td>
</tr>
<tr>
<td>Tie (Black or Navy Blue)</td>
<td>Make-Up (Moderate)</td>
</tr>
<tr>
<td>Shirt (White)</td>
<td>Hair (Conducive to mortarboard flat on the head)</td>
</tr>
<tr>
<td>Hair (Conducive to mortarboard flat on the head)</td>
<td></td>
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</tbody>
</table>

**NOTE:** CANDIDATES NOT PROPERLY ATTIRE ACCORDING TO UNIVERSITY GUIDELINES MAY NOT BE PERMITTED TO PARTICIPATE IN THE COMMENCEMENT EXERCISES.

- Flowers and decorative jewelry should not be worn on the academic robe.
- Males should remove mortarboards before the meditation and keep them off until time to receive diplomas.
- Candidates for baccalaureate degrees should wear tassels on the right before degrees are conferred. Tassels should be shifted to the left when degrees are awarded.
- Candidates for graduate degrees should wear tassels on the left.