**TIPS FOR EXPEDITING GRADUATION CHECK-OUT**

- Obtain a list of **ALL** of your debts/outstanding fines from the Collections and Receivables Office.

- Investigate your traffic record with University Police.
- Resolve any traffic violations and pay traffic fines, if applicable.
- Detailed traffic statements can be obtained from the University Police Office for payment at the Cashier’s Window starting on **Monday, May 14, 2012**.
- Receipts for paid traffic and parking fines should be returned to the University Police for clearance.

- Return Library books to John B. Cade Library on or before **Monday, May 14, 2012**.

- Pay **ALL** fines at the cashiers’ window **prior** to **Tuesday, May 15, 2012**.

- Report to Seymour Gym between **8:00 A.M. and 4:30 P.M.** on **Wednesday, May 16, 2012**.

- International Students report to the Office of International Students (2nd Floor SMITH-BROWN MEMORIAL UNION) to begin check-out on **Wednesday, May 16, 2012**.

---

**STUDENTS WHO GET CLEARANCES EARLY WILL BE ABLE TO BYPASS MOST CHECK-OUT STATIONS DURING THE OFFICIAL CHECK-OUT PERIOD, WEDNESDAY, MAY 16, 2012 8 A.M. TO 4:30 P.M.**
### GRADUATION CHECK-OUT DIRECTIONS – Spring 2012

- Report to the 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 16, 2012.

- Complete career counseling and placement survey
- Bring a #2 pencil
- Blacken appropriate spaces on the Southern University Survey Answer Form only

- Return completed form to the information desk in Seymour Gym.

- 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.

<table>
<thead>
<tr>
<th>Information Stations in Seymour Gym</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
</tr>
<tr>
<td>Comptroller</td>
</tr>
<tr>
<td>(Accounts Receivables / Collections,</td>
</tr>
<tr>
<td>Library, Cashier)</td>
</tr>
<tr>
<td>College / School Deans</td>
</tr>
<tr>
<td>University Police</td>
</tr>
</tbody>
</table>

- **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 16, 2012.
GRADUATION REHEARSAL  
F.G. Clark Activity Center - Thursday, May 17, 2012, 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 18, 2012

- Report to Activity Center - 8:30 A.M.
- Assemble for line of march - 10:15 A.M.
- Beginning of Commencement Exercises - 10:30 A.M.

PROCEDURES FOR DIPLOMA DISTRIBUTION Spring 2012

- Candidates will receive their diploma covers only during commencement. Names will not appear on the covers.

- 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.

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

- 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.

- 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>
</tbody>
</table>
NOTE: CANDIDATES NOT PROPERLY ATTIREied 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.

Latin Honors (3.4 GPA or higher)

Baccalaureate degrees are awarded with the following honors:

- **Cum Laude**: cumulative grade point average is a minimum of 3.4 but less than 3.7.
- **Magna Cum Laude**: cumulative grade point average is a minimum of 3.7 but less than 3.86.
- **Summa cum Laude**: cumulative grade point average is 3.86 and above.

**NOTE**: No grade of “F” can appear anywhere on the transcript if the student is to receive Latin honors.

Transfer students are eligible for Latin honors contingent upon the following criteria:

- Average is to be computed on all hours pursued,
- At least 40% of the student’s work must be earned at Southern University (inclusive of all S.U. locations: Baton Rouge, New Orleans and Shreveport-Bossier City).

Other Honors (3.0 to 3.4 GPA)

The University applauds high academic achievement. During Honor’s Day services and at commencement, students who have earned overall 3.00 cumulative grade point averages, or better, will be recognized for public praise. Students whose performance is praiseworthy, but who do not qualify for Latin honors are recognized by the designation, “With Honors.”