

Commencement FACT SHEET



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE



Clearance for Graduation

Candidates for graduation are responsible for satisfactorily completing all general University, major department, academic, and financial requirements. Participation in the Commencement Ceremonies, the appearance of names in the printed program, or receipt of this information will not be considered evidence of graduation.

- **Academic Clearance** - Candidates are required to consult with the Office of the Dean of their respective College/School to determine if they have met all academic requirements. Candidates, who are unsuccessful in completing the graduation requirements, must RE-SUBMIT an application for graduation for the semester in which degree requirements are completed according to the published deadline.
- **Financial Clearance** - Candidates are required to log onto their Banner account to ensure that there are no outstanding balances associated with their account (Campus Police, Library, Financial Aid and Bursar). The Graduation Fee for all candidates is \$41.00. Payments may be made online or by cash, certified check, credit card, or money order - personal checks are not accepted
- All students must complete the Exit Counseling interview online at www.studentloans.gov. Students should contact the Office of Student Financial Aid with any questions or concerns: 225.771.2790.

Check-Out Process

The check-out process for candidates for graduation has been updated. Candidates should complete the Exit Counseling interview as requested by the Office of Student Financial Aid. Candidates should also ensure that there are no financial obligations to the university. This should be completed prior to **Friday, December 7, 2018**. All forms that require signatures will be routed from the Registrar's Office to each respective area. Listed below are the respective areas that candidates should contact:

- Financial Aid Office
- International Student Affairs (International Students Only)
- Comptroller's Office/Cashier (Accounts Receivable, NDSL, Library)
- Campus Police
- Auxiliary Services

Date, Location, and Time

The Commencement Ceremonies will be held on Friday, December 14, 2018 at 10:00 A.M., in the F.G. Clark Activity Center. **Seating begins at 8:00 A.M..**

Rehearsal

Rehearsal will be held on **Thursday, December 13, 2018 at 10:00 A.M.** All graduates must attend rehearsal. Important information will be provided at this session regarding arrival instructions, parking, transportation, and processional/recessional route, as well as any last minute updates pertaining to the commencement ceremony.

Attire

In order to participate in the Commencement Ceremonies, all graduates must wear the cap, gown, and hood prescribed by the University. Suitable attire includes:

Gentlemen

Dress shirt and tie (preferably white collars)
Dark Pants
Dark Dress Boots or Shoes

*Ladies**

Dark dresses
Dark shoes

Attire that is **not** suitable: jeans, tennis shoes, work boots, flip flops, shorts.

The appropriate cap for graduates is the familiar black "mortarboard." The mortarboard is worn straight on the head with the point of the cap in the center of the forehead. The tassel should hang to the left of the face for undergraduate and on the right for graduate students.

The appropriate cap for Doctorial candidates is the "T am," with the tassel on the right of the face. There can be no interruptions of the mortarboard underneath the top or the base of the cap.

SPECIAL NOTE

All graduates are to adhere to the attire requirements for commencement. Graduates who are not in compliance with the proper attire, will not be allowed to participate in the commencement ceremony.

Arrival/Assembly for Academic Processional/Recessional

Graduates must arrive in cap and gown promptly at **8:00 A.M.** on Friday, December 14, 2018. Family and friends will not be permitted to enter the assembly area. Staff members will be available to help direct graduates to the appropriate line-up areas as well as to direct family and friends to seating areas. Following the ceremony, all students will participate in the formal recessional from the arena.

Diplomas/Degrees

Diploma covers (not diplomas) will be issued to each candidate walking across the stage at the commencement ceremony. All students who have been cleared by the close of business on December 13, 2018 will receive their diplomas in the auditorium of the School of Nursing building following the commencement ceremony. Diplomas for students who have cleared and do not come to the School of Nursing auditorium following the commencement ceremony will be available for pick up from the Registrar Office.

Diplomas will be issued to students who are awarded ONLY! That is, students who have been cleared by their respective dean. If a student has NOT been awarded, then the student must see their respective dean for clearance.

Photographs

Candid Campus Photography has been engaged to take your picture with the President-Chancellor as you cross the stage. You may order pictures directly from the photographer. Specific details will be provided directly from Candid Campus Photography.

Arrangements for Hearing Impaired/Guests with Disabilities

SUBR will provide interpreter service for the ceremony. To assist us in providing arrangements for guests of with special needs, guest should arrive early. There will be designated parking and entrance in the area facing South-Harding Blvd. of the F.G. Clark Activity Center. Individuals must provide personal equipment for mobility (i.e. wheelchairs, walkers, crutches, etc.). One (1) family member may accompany the individual in designated Disable Seating area. Please contact the Coordinator of Disability Services/ODS, Ms. Patricia R. Hebert, at 225.771.3456 for questions..

Special Note

Graduation is a joyous and special occasion. It is a time for celebration and merriment. However, you are reminded that Commencement is a formal University function. You are requested to maintain the order and solemnity of the proceedings. It is a courtesy we owe each other and our guest.

