

# 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 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. Payments may be made online or by cash, certified check, credit card, or money order. Personal checks are not accepted.

## 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 6, 2019**.

Financial Aid Office

International Student Affairs  
(International Students Only)

Comptroller's Office/Cashier  
(Accounts Receivable, NDSL, and Library)

Campus Police

## Date, Location, and Time

The Commencement Ceremonies will be held on Friday, December 13, 2019 at 10:00 A.M., in the F.G. Clark Activity Center. Seating begins at 8:00 A.M. Please refrain from bringing Banners, Balloons, and any form of noise makers. They will NOT be allowed in the Activity Center. Individuals with prohibited items will be asked to leave.

## Rehearsal

Rehearsal will be held on **Thursday, December 12, 2019 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.

**\*Graduation caps can be decorated, on the top ONLY. This means, nothing can be hanging from the cap but the tassel. No crowns or other 3D objects can be worn on the top of the cap. There can be no interruptions of the mortarboard underneath the top or the base of the cap. In addition, BANNERS will not be allowed in the F.G. Clark Activity Center.**

### 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 13, 2019. 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 12, 2019 will receive their diplomas in the auditorium of J.K. Haynes School of Nursing following the commencement ceremony. Diplomas for students who

have cleared and do not come to J.K. Haynes School of Nursing following the commencement ceremony will be available for pick up from the Registrar's Office the following business day.

**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 via SUBR Email. In addition, only SUBR Photographer and Candid Campus are allowed on the floor. Please do not hire any professional photography companies, as they will **NOT** be allowed on the floor.

## 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.

**\*Banners will NOT be allowed in the F.G. Clark Activity Center.\***

All students must complete the Exit Counseling interview online at [www.studentloans.gov](http://www.studentloans.gov). Students should contact the Office of Student Financial Aid with any questions or concerns: 225.771.2790.

