TIPS FOR EXPEDITING GRADUATION CHECK-OUT

- Investigate your 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 will be accepted for payment at the Cashier’s Window starting on Monday, December 10, 2012.
- Receipts for paid traffic and parking fine should be returned to the University Police for clearance.

- Return Library books to John B. Cade Library on or before Monday, December 10, 2012.

- Pay ALL fines at the cashiers’ window prior to Tuesday, December 11, 2012.

- Report to Seymour Gym between 8 A.M. and 4:30 P.M.
  - Wednesday, December 12, 2012.

- Obtain a list of ALL of your debt from the Collections & Receivables Office

- International Students report to the Office of International Students (2nd Floor - SMITH-BROWN MEMORIAL UNION) to begin check-out on Wednesday, December 12, 2012.

STUDENTS WHO GET CLEARANCES EARLY
WILL BE ABLE TO BYPASS MOST CHECK-OUT STATIONS
DURING THE OFFICIAL CHECK-OUT PERIOD,
WEDNESDAY, DECEMBER 12, 2012
8AM TO 4:30PM
GRADUATION CHECK-OUT DIRECTIONS – Fall 2012

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, December 12, 2012.

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 & 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

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.

4) Return completed Check-Out Form to Graduation Check-Out Station in Seymour Gym
   before 4:30 P.M. Wednesday, December 12, 2012.

GRADUATION REHEARSAL
F.G. Clark Activity Center  -  Thursday, December 13, 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, December 14, 2012

- Report to Activity Center - 8:30am
- Assemble for line of march - 10:15am
- Beginning of Commencement Exercise - 10:30am

PROCEDURES FOR DIPLOMA DISTRIBUTION Fall 2012

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.

Males

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<thead>
<tr>
<th>Robe: (BLACK)</th>
<th>Robe: (BLACK)</th>
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<tbody>
<tr>
<td>Pants (Black or Navy Blue)</td>
<td>Dress (Black or Navy Blue)</td>
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<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>
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<td>Hair (Conducive to mortarboard flat on the head)</td>
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Females

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① NOTE: CANDIDATES NOT PROPERLY ATTIRE... 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.
DEGREES WITH DISTINCTION

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 & above.
- **NOTE:** No grade of “F” should 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 & 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.”