

Commencement FACT SHEET



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.
- The appropriate cap for Doctoral candidates is the “Tam,” with the tassel on the right of the face.

***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

The Graduate School candidates must arrive in cap and gown promptly at 11:00 A.M. on Thursday, December 12, 2024. Undergraduate Candidates must arrive in cap and gown promptly at 8:00 A.M. on Friday, December 13, 2024. Family and friends will not be permitted to enter the Activity Center. 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 F.G. Clark Activity Center.

Diplomas/Degrees

Diploma covers will be issued to each candidate before walking across the stage at the commencement ceremony. More information will be provided about diploma distribution during commencement rehearsal.

Photographs

Candid Campus Photography has been engaged to take your picture with the President 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.

Below is the QR code and link to sign up for photographs.



<http://regis.viewyour.photos/direct/13463/27216554>

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 near 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. Jada Netters, at 225-771-3546 or ods@sus.edu with questions.

Arrangements for ADA Accommodations

The University will provide interpreting services for the ceremony. It is recommended for those seeking ADA accommodations to arrive early as there will be designated parking and seating. One (1) family member may accompany the individual in a designated ADA seating area. However, individuals must provide personal equipment for mobility (i.e., wheelchairs, walkers, crutches, etc.). If additional information or accommodations are needed, please contact the ADA Coordinator at subrada@sus.edu or (225) 771-2008 or visit <https://www.subr.edu/page/americans-with-disabilities-act>

Code of Conduct

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 guests. As such, please adhere to the following:

- The University strictly prohibits “Greek strolling” of any kind during the commencement ceremony.
- Cell phones should be placed on silent mode.
- Graduates must remain for the entire ceremony as a sign of respect for all graduates.

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

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, 2024.**

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.

- 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 Graduate School Commencement Ceremony will be held on Thursday, December 12, 2024 at 1:00 P.M., in the F.G. Clark Activity Center. Seating begins at 12:00 P.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.

The Undergraduate Commencement Ceremony will be held on Friday, December 13, 2024 at 10:00 A.M., in the F.G. Clark Activity Center. Seating begins at 9:00 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 **Wednesday, December 11, 2024** in the F.G. Clark Activity Center. **The Undergraduate Commencement Rehearsal will be held at 10:00 A.M.** Undergraduate Candidates should arrive by 9:00 A.M. to complete Exit Surveys. **The Graduate School Commencement Rehearsal will be held at 3:00 P.M.** Graduate Candidates should arrive by 2:00 P.M. to complete Exit Surveys. 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
Suitable Heels

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

MASK OPTIONAL.

ACKNOWLEDGEMENT OF UNIVERSITY COMMENCEMENT GUIDELINES

I hereby acknowledge that I have read and understand the Southern University Commencement Guidelines. I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each provision of this document.

I understand that the University reserves the right to limit participation of students who are in violation of the Commencement Guidelines to include the Code of Conduct. Additionally, Southern University reserves the right to escort any student from the F.G. Clark Activity Center for non-compliance.

Name

Date

