

******GRADUATE STUDENTS WILL ATTEND 10:00AM CEREMONY.**

******UNDERGRADUATE STUDENTS WILL BE DIVIDED BETWEEN THE 10:00AM AND 2:00PM CEREMONY – UNDERGRADUATE CEREMONY TIME ASSIGNMENTS WILL BE POSTED HERE AT FUTURE DATE.**

THIS DOCUMENT CONTAINS VITAL DATES AND INFORMATION REGARDING GRADUATION. YOU MAY WANT TO KEEP IT IN A SAFE PLACE FOR REFERENCE.

COMMENCEMENT PROCEDURE INSTRUCTIONS WILL BE INCLUDED WITH CAP & GOWN PACKET.

To make any changes to your application you must call the Registrar's Office at 846-4042. A commencement fee of \$45 will be posted to your student account.

December 2016 Graduates

If graduation requirements will not be completed by the end of the fall 2016 semester, it is imperative that you contact the Registrar's Office by **November 4, 2016 to inactivate your application. **THIS FEE WILL NOT BE REMOVED AFTER THIS DATE** and an additional \$45 fee will be charged when you submit a new graduation application.**

All fees payable to: Delta State University, Student Business Services, Kent Wyatt Hall #131, Cleveland, MS 38733. Please include your student ID# with payments. **FEES MUST BE PAID BY December 9, 2016.**

Diplomas:

All diplomas will be mailed unless the Registrar's office is notified otherwise. Students who wish to pick up their diploma from the Registrar's office should email request to: registrar@deltastate.edu. No diplomas will be given out prior to January 23, 2017.

No diplomas will be mailed or handed out unless all fees have been paid and all student holds have been cleared.

Financial Aid Exit Interviews

Financial Aid exit interviews will be held November 29 & 30, 2017 for all students who have received Federal Direct Subsidized or Unsubsidized loans. Please contact the Financial Aid office at 662-846-4670 for times and location.

Perkins Loans exit interviews will be held November 29 & 30, 2017. Please contact Student Business Services at 662-846-4698 for times and location.

Cap and Gown:

All student regalia must be ordered through Jimmy R. Williams Bookstore.

Regalia costs are listed below and are broken down by degree type. **Regalia orders and payments are due by Friday, November 4th at 3:00 pm** and can be placed with the bookstore beginning October 3rd. Phone orders are accepted by calling 662-846-4640. **Regalia will not be ordered until payment has been received.**

Regalia rental orders and payments can only be made directly to the bookstore. Commencement fee of \$45 paid online DOES NOT include regalia rental fees.

Please stop by the bookstore to place your order or contact them at 662-846-4640 should you have any questions.

**A \$15 late fee will apply to all orders received Monday, November 7th thru Thursday, December 1st.
A \$25 late fee will apply to all orders received on or after Friday, December 2nd.**

NOTE: Last date for refunds with original receipt is Friday, November 18th by 3:00 pm. Refunds without original receipt will be given credit on Barnes & Noble Gift Card.

Student Cap/Gown:	
Bachelor	\$37.98 + tax
Master	\$68.98 + tax
Doctoral	\$76.98 + tax

Cap and gowns pick up:

Where: Jimmy R. Williams Bookstore (located in the Union).
Date: Wednesday, December 7th thru Friday, December 9th
Time: 10:00 am – 4:30 pm Wed & Thurs 10:00 am - 3:00 pm Fri

Cap and gown return:

Where: Jimmy R. Williams Bookstore (located in the Union)
Date: Saturday, December 10th
Time: Immediately following each commencement until 4:00 pm. (All returns after 4:00 pm will incur \$15 shipping fee.)

Please note the bookstore hours: Mon - Thurs 7:45 am - 5:00 pm and Friday 7:45 am – 3:00 pm.

All holds must be cleared from your student account in order to receive your cap and gown.

TICKETS:

Each graduate will be issued tickets for their guests. The number of tickets will be determined by actual number of graduates. There will be no extra tickets available. **NO GUEST WILL BE ALLOWED IN THE BPAC WITHOUT A TICKET.**

Ticket Pick up:

Where: Registrar's Office, KWH 152
Date: Wednesday, December 7th to Friday, December 9th
Time: 10am-5pm

- Tickets may also be picked up in the BPAC ticket office for Saturday's first ceremony from 8:00-9:15 am and from 1:00 – 1:30 pm for the second ceremony.
- All holds must be cleared from your student account in order to receive your tickets.

NO CHILDREN UNDER THE AGE OF SIX MAY ATTEND UNLESS HE/SHE IS THE CHILD OF A GRADUATING STUDENT – ALL CHILDREN MUST HAVE A TICKET FOR ADMITTANCE.

DRESS CODE: The dress code for men is dark pants, shirt, tie and dark shoes. For women, it is a dress or dark pants outfit and dark shoes.

GRADUATION ANNOUNCEMENTS: Graduation announcements may be ordered through the Jimmy R. Williams Bookstore.

PHOTOGRAPHER: Individual photographs may be taken beginning at 8:00am the day of commencement. The photographer will be set up in the BPAC on the east side.

GRADES: Correspondence grades, incomplete grade removals and grades from other institutions **MUST** be in the Registrar's Office by December 9th. **Make sure you request an official transcript from that institution be mailed to: Becky Finley, Registrar's Office, KWH 152, Delta State University, Cleveland,**

MS 38733 after completing your course(s).

Students eligible for certification through the State Department of Education in Jackson must have Praxis Exam Scores on file in the Office of Field Experiences, Ewing 370. Electronic applications for certification are completed on the MDE website: <http://www.mde.k12.ms.us/>

IMPORTANT DATES TO REMEMBER

Commencement fees due:	December 9, 2016
Cap & gown pick-up	Jimmy R. Williams Bookstore Wednesday, December 7th through Friday, December 9 th and Saturday, December 10th 8:00 am
Tickets	Registrar's Office, KWH 152 Wednesday, December 7th through December 9th and at the BPAC Box Office Saturday, December 10th, 8:00 am
Photography Session Bologna Performing Arts Center	Saturday, December 10th, 8:00-9:00 am
Line-up for graduation ceremony Bologna Performing Arts Center	Saturday, December 10th, 9:15 am Saturday, December 10th, 1:15 pm
Graduation Ceremony	Saturday, December 10 th ****10:00am & 2:00pm

*****Please remember, all university student account holds must be cleared BEFORE graduation rehearsal.**

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