**\*\*\*\*10:00AM CEREMONY:**

* **All graduate students**
* **All undergraduates from School of Nursing**

**\*\*\*\*2:00PM CEREMONY:**

* **All undergraduates from College of Business**
* **All undergraduates from College of Arts & Science**
* **All undergraduates from College of Education**

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 TICKETS.

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 late November 2017. You may pay this fee online via DSU Online Services.

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| ***December 2017 Graduates*** |
| **If graduation requirements will not be completed by the end of the fall 2017 semester, it is imperative that you contact the Registrar’s Office by the November 10, 2017 graduation application deadline to inactivate your application and avoid commencement fee charges. FEE WILL NOT BE REMOVED AFTER THIS DATE and an additional $45 fee will be charged when you submit a new graduation application.**  **An additional $20 fee will be charged for diplomas mailed outside of the United States.** | |

**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 8, 2017.**

**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](file:///C:\Users\becky\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Q3LB5LSM\registrar@deltastate.edu). No diplomas will be given out prior to January 22, 2018.

No diplomas will be released until all fees have been paid and all student holds have been cleared.

**REGALIA (Cap & Gown)**

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

Regalia may be ordered beginning Monday, October 2, 2017. Orders are placed at the Jimmy R. Williams Bookstore or by phone. Phone orders are accepted by calling 662-846-4640.

Bookstore Hours

|  |  |
| --- | --- |
| Monday – Thursday | 7:45 am - 5:00 pm |
| Friday | 7:45 am – 3:00 pm |
| Saturday Dec 9th | 11:30 am – 4:00 pm |

**All regalia must be ordered and paid by Friday, November 10th at 3:00 pm.** **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.**

**Orders submitted after November 10th will incur late fee as shown below:**

* **$15 late fee will apply to all orders received Monday, November 13th thru Thursday, November 30th.**
* **$25 late fee will apply to all orders received on or after Friday, December 1st.**

NOTE:  Last date for refunds with original receipt is Friday, November 17th by 3:00 pm. Refunds without original receipt will be given credit on Barnes & Noble Gift Card.

Regalia costs are listed below and are broken down by degree type.

|  |  |
| --- | --- |
| **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:** Wed, December 6ththru Thurs, December 7th **Time:** 10:00 am – 5:00 pm

**Date:** Fri, December 8th **Time:** 10:00 am - 3:00 pm

**Date:** Sat, December 9th **Time:** 8:30 am – 9:30 am

**Cap and gown return:**

**Where:** Jimmy R. Williams Bookstore (located in the Union)

**Date:** Saturday, December 9th

**Time:** Immediately following each commencement until 4:00 pm. (All returns after 4:00 pm will incur $15 shipping fee.)

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

TICKETS

Each graduate will be issued 6 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 6th to Friday, December 8th

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. Tickets not picked up by 10:30 am or 2:30 pm will be distributed on a first come, first serve basis.
* All holds must be cleared from your student account in order to receive your tickets.
* Graduation Surveys are sent to Okramail and accepted by Institutional Research call 662-846-4053
* Exit Counseling contact Financial Aid 662-846-4670

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 Tims Gallery. (Enter BPAC lobby from east entrance, turn left and follow east hallway. Gallery located to the left.)

**GRADES**

Correspondence grades, incomplete grade removals and grades from other institutions **MUST** be in the Registrar's Office by December 8th. **Make sure you request an official transcript from that institution be** **mailed to: Becky Finley, Registrar's Office, KWH 152, Delta State University, and 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**

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| --- | --- |
| **Commencement fees due:** | December 8, 2017 |
|  | |
| **Cap & gown pick-up** | Jimmy R. Williams Bookstore  Wednesday, Dec 6th through Friday, Dec 8th  and  Saturday, Dec 9th 8:00 am |
| **Tickets** | Registrar’s Office, KWH 152  Wednesday, Dec 6th through Friday, Dec 8th, 10:00 am  and at the BPAC Box Office  Saturday, Dec 9th, 8:00 am |
|  | |
| **Photography Session**  **Bologna Performing Arts Center** | Saturday, Dec 9th  8:00-9:00am & 12:00-1:00pm |
|  | |
| **Line-up for graduation ceremony**  **Bologna Performing Arts Center** | Saturday, Dec 9th, 9:15 am  Saturday, Dec 9th,1:15 pm |
|  | |
| **Graduation Ceremony** | Saturday, December 9th  \*\*\*\*10:00am & 2:00pm |