

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

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 2014 Graduates**

If graduation requirements will not be completed by **November 3, 2014**, it is imperative that you contact the Registrar's Office 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. **FEES MUST BE PAID BY December 12, 2014**

**All fees payable to:** Delta State University, Student Business Services, Kent Wyatt Hall #131, Cleveland, MS 38733. Please include your student ID# with payments.

**Diplomas:**

All diplomas will be mailed unless the student notifies the Registrar's office that they will pick up the diploma between January 19th and February 9th. Students should email [lnichols@deltastate.edu](mailto:lnichols@deltastate.edu) to indicate that they wish to pick up their diploma from the Registrar's office between the specified times. No diplomas will be given out prior to January 19th.

Doctoral, Specialists, and International students (only) will be allowed to pick up their diplomas immediately following graduation and the week of December 15<sup>th</sup> through December 19<sup>th</sup>.

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

**Cap and Gown:**

**All student regalia must be ordered through Barnes & Noble.**

Barnes & Noble regalia costs are listed below and are broken down by degree type. Regalia orders may be placed beginning October 1, 2014. Orders must be placed with the bookstore no later than **Friday, October 31, 2014 by 5pm**. **Payment for regalia will be due at time of ordering.** 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 after November 14<sup>th</sup>.**

NOTE: Last date for refunds will be Friday, Nov 21st by 5:00 pm

<b>Student Cap/Gown:</b>	
Bachelor	\$31.98 + tax
Master	\$64.98 + tax
Doctoral	\$68.98 + tax

**Cap and gowns pick up:**

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

Date: Wednesday, December 10<sup>th</sup>.

Time: 10 am.

**Office of the Registrar  
Commencement Information**



**Cap and gown return:**

Where: Kent Wyatt Hall Atrium

Date: Saturday, December 13<sup>th</sup>

Time: Immediately following commencement until 1pm (All returns after 1:00 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. If there are any extra tickets available, they will be given out on a 'first come, first serve' basis at graduation rehearsal. **NO GUEST WILL BE ALLOWED IN THE COLISEUM WITHOUT A TICKET.**

**Ticket Pick up:**

Where: Registrar's Office, KWH 152

Date: Wednesday December 10<sup>th</sup> to Friday December 12<sup>th</sup>

Time: 10 am

- Tickets pick up will end at 2:30pm Friday December 12<sup>th</sup> prior to graduation practice. Pick up will resume after practice is complete.
- Tickets may also be picked up beginning at 8:00 am the day of graduation until 9:30am.
- 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:** The photographer is coordinated through DSU's Alumni/Foundation office. They may be contacted at 662-846-4660 with any questions.

**GRADES:**

Correspondence grades, incomplete grade removals and grades from other institutions **MUST** be in the Registrar's Office by the deadline below. **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).**

**December 2014 Graduates**

December 11<sup>th</sup>

Students eligible for certification through the State Department of Education in Jackson must have National Teachers' Exam Scores and an application for certification on file in the Office of Field Experiences, Ewing 370.

**IMPORTANT DATES TO REMEMBER**

<b>Commencement fees due:</b>	December 12, 2014
<b>All senior grades due</b>	December 15, 2014
<b>Cap &amp; gown pick-up</b>	Jimmy R. Williams Bookstore Wednesday, Dec 10th through Friday, Dec 12th  KWH atrium Saturday, Dec 13th 8:00 am
<b>Tickets</b>	Registrar's office, KWH 152 Wednesday, Dec 10th through Friday, Dec 12th 2:30 pm Saturday, Dec 13th 8:00 am
<b>Rehearsal Walter Sillers Coliseum</b>	Friday, Dec 12 <sup>th</sup> , 3:00 pm
<b>Photography Session</b>	Saturday, Dec 13 <sup>th</sup> , 8:00-9:00 am
<b>Line-up for graduation ceremony (green space in front of Coliseum, weather permitting)</b>	Saturday, Dec 13 <sup>th</sup> , 9:15 am
<b>Graduation Ceremony</b>	Saturday, Dec 13 <sup>th</sup> , 10:00 am

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