

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 2015 Graduates

If graduation requirements will not be completed by **November 6, 2015**, 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 11, 2015.**

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, after January 25, 2016. Students should email wdelaney@deltastate.edu to indicate that they wish to pick up their diploma from the Registrar's office after the specified time. No diplomas will be given out prior to January 25, 2016.

Doctoral and Specialists will be allowed to pick up their diplomas immediately following graduation and the week after graduation. International students may pick up their diplomas after graduation provided all grades have been submitted.

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 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 6th at 3:00 pm** and can be placed with the bookstore beginning October 1st. 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 9th thru Thursday, December 3rd.
A \$25 late fee will apply to all orders received on or after Friday, December 4th.**

NOTE: Last date for refunds with original receipt is Friday, November 13th 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 9th thru Friday, December 11th.
Time: 10:00 am – 4:30 pm

Cap and gown return:

Where: Jimmy R. Williams Bookstore (located in the Union)
Date: Friday, December 11th
Time: Immediately following the graduate commencement
Date: Saturday, December 12th
Time: Immediately following undergraduate commencement until 1:00 pm. (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 – 10:30 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 9th to Friday, December 11th
Time: 8am-5pm

- Ticket pick up will end at 2:30pm Friday, December 11th prior to graduation practice. Pick up will resume after practice is complete.
- Tickets may also be picked up in the BPAC ticket office for Friday's ceremony from 6:00-6:45pm; Saturday's ceremony from 8:00-9:15am.
- 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 December 11th. **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 11, 2015
All senior grades due	December 14, 2015 by noon
Cap & gown pick-up	Jimmy R. Williams Bookstore Wednesday, December 9th through Friday, December 11 th and Saturday, December 12th 8:00 am
Tickets	Registrar's Office, KWH 152 Wednesday, December 9th through December 11th, 2:30 pm and at the BPAC Ticket Office Friday, December 11 th , 6:00 pm Saturday, December 12th, 8:00 am
Rehearsal - Bologna Performing Arts Center	Friday, December 11th, 3:00 pm
Photography Session Prior to Each Graduation Ceremony Bologna Performing Arts Center	Friday, December 11 th , 6:00-6:45 pm and Saturday, December 12th, 8:00-9:00 am
Line-up for graduation ceremony Bologna Performing Arts Center	Friday, December 11, 6:45 pm (Graduate Students Only) Saturday, December 12th, 9:15 am (Undergraduate Students)
Graduation Ceremony	Friday, December 11 th , 7:30 pm (Graduate Students) Saturday, December 12th, 10:00 am (Undergraduate Students)

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