

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 846-4040. A commencement fee of \$45 will be posted to your student account.

May 2016 Graduates

If graduation requirements will not be completed by **April 1, 2016**, 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 May 6, 2016.**

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 June 13th and June 27th. Students should email wdelaney@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 June 13th.

Doctoral, Specialists, and International students (only) will be allowed to pick up their diplomas immediately following graduation and the week of May 9th through May 13th.

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, March 18th at 3:00 pm** and can be placed with the bookstore beginning March 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, March 21st thru Thursday, April 28th.

A \$25 late fee will apply to all orders received on or after Friday, April 29th.

NOTE: Last date for refunds with original receipt is Friday, April 15th 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, May 4th thru Friday, May 6th.

Time: 10:00 am – 4:30 pm

Cap and gown return:

Where: Kent Wyatt Hall Atrium

Date: Saturday, May 7th

Time: Immediately following 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 - 3:00 pm. Hours will be extended on Friday, May 6th to 5:00 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 May 4th to Friday May 6th

Time: 10 am – 5 pm

- Tickets pick up will end at 2:30pm Friday, May 6th 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 of **May 6th**. **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:	May 6, 2015
All senior grades due	May 9, 2015
Cap & gown pick-up	Jimmy R. Williams Bookstore Wednesday, May 4 th through Friday, May 6 th KWH atrium Saturday, May 7 th 8:00 am
Tickets	Registrar's office, KWH 152 Wednesday, May 4 th through May 6 th , 2:30 pm Saturday, May 7 th , 8:00 am
Rehearsal Walter Sillers Coliseum	Friday, May 6 th , 3:00 pm
Photography Session	Saturday, May 7 th , 8:00-9:00 am
Line-up for graduation ceremony (green space in front of Coliseum, weather permitting)	Saturday, May 7 th , 9:15 am
Graduation Ceremony	Saturday, May 7 th , 10:00 am

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