

## Important Fall 2021 Graduation Information – 11/2/2021

*Congratulations! This is a Celebration of your Academic Success!*

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### Ceremony Date and Times:

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- **Location:**
  - Walter Sillers Coliseum (located on the North side of campus, West of Kent Wyatt Hall)
- **Ceremony Times:**
  - Friday, December 10th
    - 10:00am - All graduate students
    - 2:00pm - All undergraduate students

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### Fall 2021 Graduation Application and Fees:

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- If you missed the deadline to apply or need to make any changes to your application, contact the Registrar's Office at 662-846-4040.
- The graduation fee of \$50 and the late application fee of \$50, if applicable, will be applied to your student account on Monday, November 22nd. You can pay these fees on or after this date. All fees are payable to Delta State University, Student Business Services, Kent Wyatt Hall #131, Cleveland, MS 38733. Please include your student ID# with payments, or you can make payment through MyDSU Online Portal. **Fees must be paid for you to receive your diploma and for transcripts to be delivered.**
- **If graduation requirements will not be completed by the end of the Fall 2021 semester, contact the Registrar's Office immediately to inactivate or move your application by Monday, November 22nd.** If your name is not removed from the graduation list by the deadline and if you do not meet graduation requirements, you will be responsible for re-applying for graduation and paying the \$50 fee for that application as well.

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### Immediate Next Steps:

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- **Commencement Participation Survey**
  - **The survey must be completed in order for you to participate in the ceremony. This survey will be open through Tuesday, November 9<sup>th</sup>.** If you encounter any issues with retrieving the link, please contact the Office of Institutional Research at 662-846-4053.

- <https://www.surveymonkey.com/r/XGYN37D>

- QR Code



- **Purchase of Regalia**

- Reminder that you must purchase regalia from the Jimmy R. Williams Bookstore (located in the Union). **You will not be allowed to participate in the ceremony unless you are wearing regalia.**
- You can purchase your regalia by clicking on the following link: <https://gradsupply.com/dsu/>. **The deadline for ordering online is Sunday, November 7<sup>th</sup>.** After online ordering closes, you may visit the Jimmy R. Williams Bookstore starting December 1, 2021 to purchase a limited number of extras if you did not order online.
- Cost of regalia:
  - BACHELOR PACKAGE – \$53.48 incl. tax (Purchase includes cap, gown, and tassel)
  - MASTER/SPECIALIST PACKAGE – \$106.98 incl. tax (Purchase includes cap, gown, tassel, and hood)
  - DOCTOR PACKAGE – \$117.68 incl. tax (Purchase includes cap, gown, tassel, and hood)
  - Prices above do not reflect the additional \$20 late fee that will be added to ALL orders placed after the November 7 deadline or the \$15 fee that will be added to SHOP-TO-HOME orders.
  - All orders become non-refundable after the November 8 refund request deadline.
  - The Commencement fee of \$50 paid Online DOES NOT include regalia fees. Your regalia will not be ordered until payment has been received.
- Regalia Distribution:
  - If you chose In-Store Pickup: Your regalia order will be ready for pick-up starting Wednesday, December 1, 2021 in the Jimmy R. Williams Bookstore. Pickup will be available through the morning of graduation.
  - If you chose Ship-To-Home: Your regalia order will be shipped to you during the week of December 1, 2021.
- If you do not order by the November 7 deadline: Please contact the Jimmy R. Williams Bookstore starting December 1 to purchase regalia from a limited number of extras. A **\$20 late fee** will be assessed at that time.

- **Graduation Exit Survey**

- **The survey must be completed prior to picking up guest tickets** (see below for instructions for guest tickets). For your convenience, the survey link and QR code are listed below. If you encounter any issues with retrieving the link, please contact the Office of Institutional Research at 662-846-4053.

- <https://www.surveymonkey.com/r/3KWRRRR>

- QR Code



- **Name or Address Information Changes**

If you have moved or have had a legal name change since you applied for graduation, complete and return the Name/Address Change Form on our website.

[https://www.deltastate.edu/PDFFiles/Registrar/NameChangeForm\\_2021.pdf.pdf](https://www.deltastate.edu/PDFFiles/Registrar/NameChangeForm_2021.pdf.pdf)

- **Graduation Announcements**

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

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**Guest Ticket Pickup:**

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- **# Tickets:** Each student will receive **6 guest tickets** (You must complete the graduation survey before you can pick up tickets.) **To be admitted to the Coliseum, every guest** must have a guest ticket, including babies/children, easy-access and wheelchair-access seating areas (See below for information for special tickets for easy-access/handicapped).
- **Pickup Times:** Please note, candidates must pick up their own guest tickets and are required to show a photo ID at the window, at the time of pickup.
  - Monday, December 6<sup>th</sup> - Thursday, December 9<sup>th</sup>, 10:00 am-4:30 pm, at the Registrar's office in Kent Wyatt Hall 152
  - If unable to pick-up before day of Commencement, pick-up at the Southwest Coliseum ticket window prior to the ceremony:
    - 8:30am-9:30am – 10:00am ceremony
    - 12:30am-1:30pm – 2:00pm ceremony
  - Tickets are non-transferrable as guests must be **seated in family units of 6**.
  - Tickets are paper, and will be scanned by using special equipment. **Each ticket has a unique bar code and entry will not be allowed to anyone who has a duplicate ticket.**
- **Reserved Seating for Wheelchair and Easy Access Guests:** Limited seating is available for guests in wheelchairs and guests who need easy-access seating. Easy-access seating is reserved for guests who have trouble navigating stairs. If you have a guest who will require special seating arrangements, you may exchange two of your regular tickets at the time of pickup. The two tickets allow your guest who needs the special arrangements and one companion to gain access to the reserved seating area. To reserve the special seating, please let us know as soon as possible via email at [registrar@deltastate.edu](mailto:registrar@deltastate.edu).

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**COVID Protocols:**

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- Masks and social distancing protocols are required for entry into the building and during the ceremony. **Facial coverings must be appropriately worn, over nose and mouth, before/during/after the ceremony.**
- Graduates and guests are only allowed to bring a water bottle, purse, umbrellas (in case of rain), and a camera inside the Coliseum.
- Graduates will be seated, socially distanced at three feet, facing the stage.
- A significant security presence will be inside and outside the Coliseum.
- The Coliseum will be sanitized by Facilities Management after each ceremony.

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**Commencement Information Meetings via Zoom: Thursday, December 2<sup>nd</sup> at 10 am and 6 pm**

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- Zoom links to the meetings will be sent out to all candidates for graduation. There will be no in person information meeting or practice.

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## Check-In and Line Up:

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- To participate in the ceremony, candidates for graduation must arrive at the Coliseum an hour before each ceremony begins (by 9:00am for 10:00am, by 1:00pm for 2:00pm)
- Appropriate masks (covering both the nose and mouth) must be worn **at all times** with **no exceptions**.
- Candidates must check in at the concession stand area inside the Coliseum. Enter at the Southwest side entrance of the Coliseum, turn to the right to sign in and pick up your seating card at the concession stand area.
- After picking up your seating card, you will line-up in the front parking lot of the Coliseum (look for the sign for your row). Candidates will march in the processional according to their assigned seating order. **IN THE EVENT OF RAIN**, candidates will be seated inside the Coliseum at their assigned seats.
- Once in line, please remain in line and socially distanced. If not in line when final check is done, your name will be removed from the list.

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## The Ceremony:

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- Dress Code:
  - Men: dark pants, shirt, tie, and dark dress shoes
  - Ladies: dress, or dark pants and dark dress shoes
  - Honors Cords/Stoles/Pins for official DSU organizations are permitted. **NO** homemade cords or stoles are permitted.
  - Caps:
    - Please do not decorate your cap. If it is decorated with items that stand up on top of it, or hang off from it, you will be asked to remove your cap, and wear a temporary replacement. You cannot remove your tassel or alter it in any way.
    - Undergraduate candidates: Wear tassel on the right. After degree is conferred, move to left.
    - Graduate candidates: Wear tassel on the left. Do not move your tassel after the degree is conferred.
- Do not bring any personal items with you, except for an umbrella in case of rain.
- Use the restroom before getting in line.

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## Guest Information:

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- Guests who do not have valid tickets will not be allowed to enter the Coliseum, but can view the graduation via the live link listed below. The Commencement live stream can be viewed in real time for relatives and friends of graduates who are unable to attend and will also be available to watch at a later time.
  - Live Stream Link: <https://livestream.com/deltastateuniversity>
- Guests must maintain social distancing and will be required to properly wear facial covering over their nose and mouth during the entire ceremony. DSU will supply masks for guests who did not bring a face covering.
- There is limited handicap parking available in front of the Coliseum. If you have difficulty finding handicap parking, please ask parking security for assistance.
- Families and guests are urged to arrive at the doors of the Coliseum at least 45 minutes in advance of the start of the ceremony. Please allow adequate time for parking, walking, and seating in the Coliseum.

- Be respectful. Please express your excitement in ways that will not prevent others from enjoying the ceremony or hearing names of graduates when announced. Please don't applaud as the other graduates and their guests will not be able to hear their name being read.
- Adherence to the University's tobacco and alcohol policy is expected.
- Guests are expected to act in a civilized manner. If they cause a disruption before, or during, the ceremony they will be warned the first time. If they continue the behavior, they will be escorted out of the building by security and will not be allowed to return to the ceremony.
- No children under the age of 6 will be allowed in the ceremony unless they are the child of the graduating student. All children must have their own ticket in order to enter the auditorium, regardless of their age.
- Cell phones are to be turned off or on silent.
- Delta State University is proud of our students' accomplishments and success. We appreciate your cooperation celebrating a major milestone in students' and their family's lives. We want everyone to share and enjoy a memorable and dignified commencement ceremony.

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### Grades, Diplomas, and Transcripts:

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- All grades are due to the Registrar's Office by **December 13th**. We will begin awarding degrees after all the grades are in and have been processed.
- Correspondence grades, incomplete grade removals and grades from other institutions **MUST** be in the Registrar's Office by **December 13<sup>th</sup>**. Make sure you request an official transcript from that institution be mailed to: Rhonda Loper, Registrar's Office, KWH 152, Delta State University, Cleveland, MS 38733 after completing your course(s).
- Degrees will be awarded and diplomas will be printed for students who meet degree requirements once final grades are awarded and GPAs are calculated. Any student who does not meet degree requirements will be notified by the Registrar's Office.
- If you pre-order a transcript, please make sure you select "**hold for degree**" and "**hold for grades**", or you will have to re-order another copy at your own expense once the degree has been posted and final grades have been posted.
- Diplomas will be available for pick-up or will be mailed starting mid to late January. All fees must be paid and all holds must be cleared in order for your diploma to be released. Diploma pick up dates and times will be sent out via email as soon as they are determined. **Please email the Registrar's Office at [registrar@deltastate.edu](mailto:registrar@deltastate.edu) by January 10<sup>th</sup> to request pick-up.**
- If your diploma is not picked up during the designated pickup time (TBA), it will be mailed to the address listed on your application. If you have recently moved/or move after graduation, please update your address with the Registrar's Office as soon as possible.
- Diplomas are 8.5x11 in size and only display a student's degree type (i.e. Bachelor of Science, Master of Arts, etc.). Major is not included on the diploma, but is included on the transcript.
- We cannot be responsible for the U.S. Post Office's handling of the diploma, so it is suggested, if possible, that you pick up your diploma in person once they are available.

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### Financial Aid Exit Counseling

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- Financial Aid exit counseling is required for all students who have received Federal Direct Subsidized, Unsubsidized, or Plus loans. Exit Counseling can be completed online at <https://studentaid.gov/>. If you have any questions, please contact the Financial Aid office at [finaid@deltastate.edu](mailto:finaid@deltastate.edu).

- All undergraduate students who graduate and who will be fully admitted in a graduate program for the following semester, must contact the Financial Aid office at [finaid@deltastate.edu](mailto:finaid@deltastate.edu).
- Perkins Loans exit interviews will be held for all students who have received a Perkins Loan. Please contact Student Business Services at 662-846-4698 for times and location.

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### **Teacher Certification**

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- 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. Electronic applications for certification are completed on the MDE website: <https://www.mdek12.org/OEL>

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### **What should I do if I don't meet graduation requirements once the grades have been posted, or you don't pass your Comprehensive exams?**

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- Your account will be marked as Not Graduated (NG), and your application for graduation for this term will be inactivated.
- You will still be responsible for the \$50.00 commencement fee for this semester.
- You must also reapply for graduation in the term you complete your requirements, and pay the second \$50.00 commencement fee. Any commencement fees will be waived after the second attempt for the same degree.
- If you walked in this Ceremony, you will not be allowed to return and walk in another ceremony.