

Important Fall 2022 Graduation Information – 10/28/2022

Congratulations! This is a Celebration of your Academic Success!

Ceremony Date and Times:

- **Location:**
 - Bologna Performing Arts Center (BPAC) located on the South-side of the campus behind the sculpture garden
- **Ceremony Times:**
 - Friday, December 9th
 - Time: 10:00 am – All graduate (GR) candidates and undergraduate (UG) School of Nursing (SON) candidates
 - Time: 2:00 pm – All undergraduate (UG) candidates except for SON

Fall 2022 Graduation Application and Fees:

- The final deadline to apply for the fall 2022 semester was October 1st. If need to make any changes to your application, contact the Registrar's Office at 662-846-4040. Anyone who applied for graduation during the late application period starting July 2nd will be responsible for paying the \$50 late graduation application fee.
- The graduation fee of \$50 and the late application fee of \$50, if applicable, will be applied to your student account on **Monday, November 28th**. This fee covers the cost of your diploma, the diploma cover, and the processing of your diploma. 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 2022 semester, contact the Registrar's Office to inactivate or move your application by Friday, November 25th.** 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.

Immediate Next Steps:

- **Purchase of Regalia**
 - If you intend to participate in the commencement ceremony, you must purchase regalia from the Jimmy R. Williams Bookstore (located in the Union). Students will keep their entire regalia package. **You will not be allowed to participate in the ceremony unless you are wearing regalia.**
 - Starting in **early to mid-October**, you can purchase your regalia by clicking on the following link: <https://gradsupply.com/dsu/>. **The deadline for ordering online is 11:59 PM CT on Monday, October 31, 2022.** After online ordering closes, you may visit the Jimmy R. Williams Bookstore starting Wednesday, November 16th to purchase a limited number of extras if you did not order online. A \$25 late fee will be assessed for all regalia sales after the October 31, 2022 deadline.
 - **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 CANDIDATES – You have the choice of the following:
 - Doctoral Cap Package – \$117.68 incl. tax (Purchase – includes cap, gown, hood, and tassel) or
 - Doctoral Tam Package – \$181.88 incl. tax (Purchase – includes a black tam w/tassel, gown, and hood)
- Prices above do not reflect the additional \$25 late fee that will be added to ALL orders placed after the October 31st deadline or the \$20 fee that will be added to SHIP-TO-HOME orders.
- All orders become non-refundable after the October 31st 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 CHOOSE IN-STORE PICK-UP: Your regalia order will be ready for pick-up starting Wednesday, November 16, 2022, in the Jimmy R. Williams Bookstore.
 - IF YOU CHOOSE SHIP-TO-HOME: Your regalia order will be shipped to you during the week of November 9, 2022.
 - IF YOU DID NOT ORDER BY OCTOBER 31, 2022, DEADLINE: You will need to visit the Jimmy R. Williams Bookstore starting November 16, 2022, to purchase your regalia from a limited number of extras. A \$25 late fee will be assessed at that time.
- **Questions/Concerns about regalia – Please contact the Jimmy R. Williams Bookstore by phone at 662-846-4640 or by email at SM8031@bncollege.com.**

• **Commencement Participation Survey**

If you are walking in the ceremony but didn't complete the Commencement Participation survey, you will be required to provide the following information before picking up your tickets. Click on the link below, or scan the QR code to access the survey.

1. Name and the phonetic pronunciation of your name.
2. Do you need ADA accommodations? If so, what type of accommodations? (Wheelchair lift, ASL interpreter, service animal, etc.)
3. Phone number and email address other than your Okra Mail address.

Fall 2022 Graduation Participation Survey: <https://www.surveymonkey.com/r/3CVXMJ9>



• **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

• **Graduation Announcements**

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

- **Graduation Exit Survey**
 - **The survey must be completed before 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.
Fall 2022 Graduation Exit Survey: <https://www.surveymonkey.com/r/GQ5XKLN>



Guest Ticket Pickup:

- **# 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 BPAC, every guest** must have a guest ticket, including babies/children, easy access, and wheelchair-access seating. No children under 6 should attend unless they are the children of the candidate.
- **Pickup Times:** Please note, candidates must pick up their guest tickets and are required to show a photo ID at the window, at the time of pickup.
 - Monday, December 5th - Thursday, May 8th, 10:00 am-4:30 pm, at the Registrar's office in Kent Wyatt Hall 152
 - If unable to pick up your tickets before the day of Commencement, they will be available for pickup at the BPAC before the ceremonies:
 - 10 am ceremony ticket pickup time: 8:30 am to 9:30 am
 - 2 pm ceremony ticket pickup time: 12:30 pm to 1:30 pm
 - Please only take the number of tickets you need for your guests. If there are any available extra guest tickets, they will be made available to candidates on Thursday, December 8th at 10:00 am. These will be given out one at a time on a first-come, first-served basis until all of the tickets have been distributed.
 - **Seating in the main auditorium is limited and will be allotted on a first come first served basis.** Anyone arriving after the main auditorium is full will be seated in the smaller auditorium and will be able to view the ceremony via live stream on a large projection screen.
- **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. This seating will be available on a first-come, first-served basis.

Professional Photographs:

- A professional photographer, provided through the DSU Alumni Association, will be available inside the BPAC. **Candidates can be photographed between 8-9 am or 12-1 pm before the ceremonies.**

Check-In and Line-Up:

- **To participate in the ceremony, candidates for graduation must arrive at the BPAC by 9 am for the 10 am ceremony or 1 pm for the 2 pm ceremony. If you are late, you may not be able to participate in the ceremony.**
- Candidates must check in front of the BPAC. In the event of rain, check-in will be inside the BPAC.

- After picking up your seating card, you will line up in the front parking lot of the BPAC (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 BPAC at their assigned seats.

The Ceremony:

- Dress Code:
 - Men: dark pants, shirt, tie, and dark dress shoes
 - Ladies: dress, or dark pants and dark dress shoes
 - Honors Cords/Stoles/Medals are allowed for DSU academic honors. Cords/Stoles/Pins approved by the Registrar's office will be allowed for official DSU organizations for fall 2022 only. **NO** homemade cords or stoles are permitted. There are no cords/stoles provided for Latin honors.
 - 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 the tassel on the right. After the degree is conferred, move to the left.
 - Graduate candidates: Wear the 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.
- Commencement Program: Printed programs will be available for the candidates during the ceremony. The Program will be available electronically for all guests via a QR code. All candidates, including those not participating in the ceremony, will be included in the program unless their record is marked confidential.
- Conferring the Degree:
 - The Graduate students will graduate first followed by the Undergraduate students.
 - Graduate Students:
 - Doctoral and Master's candidates need to have their hood unbuttoned and draped over their right arm when approaching the stage
 - Ed Specialist Candidates wear their hoods during the entire ceremony
 - Undergraduate Students:
 - Honor diploma recipients, will be called first at the beginning of the Bachelor's degree conferral. Each of these candidates will all rise and walk towards the stage as called. Wait until you are told to walk across the stage to receive your diploma cover. Each one will walk across individually. You will not return to the stage to walk a second time with your degree group.
 - Candidates will all rise when Provost Novobilski announces their group should rise, but candidates should keep their eyes on the staff instructing them on the floor. They will give the motion to the first few rows to line up and will motion everyone else to sit until it is time for them to walk.
 - The DSU President will greet individual candidates after their names are called. Briefly pause for a photo during the handshake.
 - Candidates will cross the stage to the table and receive their diploma cover, proceed down the stairs on the right side of the stage, and return to their seats.
- Leaving the Ceremony:
 - At the close of the ceremony, candidates will recess down alternate aisles after the stage party and faculty. The staff on the floor of the BPAC will guide the recession of candidates.
 - Guest should remain seated until after the recession of all candidates.

Grades, Diplomas, and Transcripts:

- All grades are due to the Registrar's Office by **December 12th**. 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 12th**. Make sure you request an official transcript from that institution to 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**," 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 late January. All fees must be paid and all holds must be cleared for your diploma to be released. Diploma pick-up and mailout 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 by January 9th to request to pick up your diploma.**
- 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 will 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.
- Latin honors for undergraduate candidates are based on the earned hours and GPA from the last completed term of attendance. To be recognized with Latin honors with distinction in the program during the ceremony, the candidate must have earned at least 60 hours in residence at DSU by the end of the summer 2022 semester and have at least a 3.5 overall DSU GPA. Final Latin honors will be calculated and awarded once final grades are submitted and final GPAs are calculated. The final Latin honors will be posted on the official transcripts of the students who have retained/earned the honor once final grades have been posted.

Financial Aid Exit Counseling

- 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.
- All undergraduate students who graduate and who will be fully admitted to a graduate program for the following semester, must contact the Financial Aid office at 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 locations.
- To retrieve Financial Aid Forms [click here](#).

Teacher Certification

- 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>

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

- 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.

NOTES:

This document will be updated and resent one final time. Future information will include the ceremony links, campus maps, guest information, final ceremony information, and any other relevant information. We will also be sending out an invite for a Virtual Commencement Information meeting in mid-November.