

## **Important Fall 2023 Graduation Information – 10/19/2023**

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

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### **Ceremony Date and Times:**

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- **Location:**
  - Bologna Performing Arts Center (located on the South-side of the campus behind the sculpture garden)
- **Ceremony Times:**
  - Friday, December 8th
    - Time: 10:00 am – All graduate (GR) candidates (Master’s, Ed. Specialist’s, Doctoral)
    - Time: 2:00 pm – All undergraduate (UG) candidates (Bachelor’s)

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### **Fall 2023 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. Anyone who has not applied for graduation and has to contact us for a manual application 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 27th**. 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 2023 semester, contact the Registrar’s Office to inactivate or move your application by Friday, November 24th.** 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**

If you are going to be walking in the ceremony you must complete the Commencement Participation survey, prior to picking up your tickets. Click on the link below or scan the QR code to access the survey. **Submit your answers by Tuesday October 31<sup>st</sup> to ensure you are able to participate in the ceremonies.**

**Fall 2023 Commencement Participation Survey:** <https://www.surveymonkey.com/r/L6K7B2W>



- **Work with your Advisor**

- Make sure you have been in communication with your advisor to make sure you will meet

graduation requirements upon successful completion of your courses this semester. If course substitutions or degree modifications are going to be made on your behalf, they should be submitted by this time. If they haven't already been submitted follow up with your advisor to expedite the process.

- **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.**
- 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 Wednesday, November 1, 2023.** After online ordering closes, you may visit the Jimmy R. Williams Bookstore starting Thursday, November 16<sup>th</sup> 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 November 1, 2023 deadline.
- Students may visit [www.gradsupply.com/student-orders](http://www.gradsupply.com/student-orders) to request a refund before midnight on Thursday, November 2, 2023. After November 2, 2023, all regalia purchases are final.
- **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 November 1<sup>st</sup> deadline or the \$20 fee that will be added to SHIP-TO-HOME orders.
  - All orders become non-refundable after the November 2<sup>nd</sup> refund request deadline.
  - The graduation fee of \$50 **DOES NOT** include regalia fees. Your regalia will not be ordered until payment for the regalia has been received.
- **Regalia Distribution:**
  - **IF YOU CHOOSE IN-STORE PICK-UP:** Your regalia order will be ready for pick-up starting Thursday, November 16, 2023, 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 15, 2023.
  - **IF YOU DID NOT ORDER BY THE NOVEMBER 1, 2023 DEADLINE:** You will need to visit the Jimmy R. Williams Bookstore starting November 16, 2023, 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 [XM8031@bncollege.com](mailto:XM8031@bncollege.com)**

- **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. You can access the form using the

link below. Be sure to check the box under Mailing Address if you need us to change the address for mailing your diploma.

[Name Change Form](#)

- **Graduation Exit Survey**

**The survey must be completed before picking up 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 2023 Graduation Exit Survey:** <https://www.surveymonkey.com/r/LGCXS3D>



- **Graduation Announcements**

Graduation announcements may be ordered through the Jimmy R. Williams Bookstore after October 5<sup>th</sup>.

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### **Guest Ticket Pickup:**

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- Each candidate will reserve the number of guest tickets they need in the **Fall 2023 Graduation Participation Survey** (see the link to the survey on the first page of this attachment). Please only reserve the number you will truly need as we may have to limit the number of tickets allowed based on the response. **Candidates are allowed a maximum of 5 tickets for the ceremony.**
- **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 4<sup>th</sup> - Thursday, December 7<sup>th</sup>, 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 Zeigel Hall during student check-in.
  - 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 7<sup>th</sup> 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.

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### **Commencement Information Meetings via Zoom: Thursday, November 30<sup>th</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 who are listed as attending the ceremony. There will be no in-person information meeting or practice.
- Participants who attend either one of the Commencement Information Meetings will qualify to be included in a drawing to have their graduation fee waived.
- We will discuss important information related to the ceremony and will answer any questions you might have.
- We will send out the links to the meeting one week prior to the event.

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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 band hall in Ziegel Hall 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 at the band hall in Ziegel Hall.
- After picking up your seating card, you will line up in the band hall (look for the sign for your row). Candidates will march in the processional according to their assigned seating order.

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## Professional Photographs:

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

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## The Ceremony:

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- Dress Code:
  - Men: dark pants, shirt, tie, and dark dress shoes
  - Ladies: any color dress, or dark pants and dark dress shoes
  - Cords/Stoles/Medals are allowed for DSU academic honors and one stole and pins are allowed for official DSU organizations. **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 the Provost 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, the staff on the floor of the BPAC will guide the recession of candidates.

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### Guest Information:

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- Guests must have valid tickets to enter the Bologna Performing Arts Center (BPAC).
- Guests who do not have a valid ticket 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>
- **There is limited handicap parking available at the BPAC.** If you have difficulty finding handicapped parking, please ask parking security for assistance.
- Guests who need wheelchair-access or easy-access seating will have access to limited seating in the BPAC. Easy-access seating is reserved for guests who have trouble navigating stairs. Each guest that needs easy-access seating will be allowed to have one companion sit with them. Upon entry to the BPAC, let the ushers know if you need access to this seating.
- Families and guests are urged to arrive at the doors of the BPAC at least 45 minutes in advance of the start of the ceremony. Please allow adequate time for parking, walking, and seating in the BPAC.
- Guests are only allowed to bring a water bottle, purse, umbrellas (in case of rain), and a camera inside the BPAC.
- Be respectful. Please express your excitement in ways that will not prevent others from enjoying the ceremony or hearing the names of graduates when announced. Please don't applaud as the other graduates and their guests will not be able to hear their names being read.
- Adherence to the University's tobacco and alcohol policy is required.
- Guests are expected to act in a civilized manner. If they cause 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 tickets to enter the BPAC, regardless of their age.
- Cell phones are to be turned off or **on silent**.
- We ask that guests remain at their seats until the platform party, faculty and graduates have recessed. Guests in handicap and easy-access seating will be supported in departing the auditorium after the recession.
- Delta State University is proud of our students' accomplishments and success. We appreciate your cooperation in celebrating a major milestone in both the students' and their families' 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 11<sup>th</sup>**. 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 11<sup>th</sup>**. If you are missing grades from other institutions, make sure

you request an official transcript from that institution to be mailed to Brandi Lovin, 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 in February. 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](mailto:registrar@deltastate.edu) by January 12<sup>th</sup> 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 2023 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.

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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 to 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 locations.
- To retrieve Financial Aid Forms [click here](#).

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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 if I don't pass my 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.
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*This document will be updated and resent as information becomes available. The required survey links will be made available in the updated version.*