

Important Fall 2023 Graduation Information – 12/5/2023

Congratulations! This is a Celebration of your Academic Success!

Ceremony Date and Times:

- **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)

Immediate Next Steps:

- **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 prior to picking up your tickets.

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.

- **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>



- **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](#)

- **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.**
- **Online ordering of regalia has closed.** At this time, you may visit the Jimmy R. Williams Bookstore 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.
- **Questions/Concerns about regalia – Please contact the Jimmy R. Williams Bookstore by phone at 662-846-4640 or by email at XM8031@bncollege.com**

- **Graduation Fee/Late Graduation Application Fee**

- Make sure to pay your fees as soon as possible. For additional information, see page 5.

Guest Ticket Pickup:

- # of Tickets: Each candidate will receive **the number of guest tickets requested up to 5**. You must complete the graduation surveys before you can pick up your tickets. Find the links to the survey on the 2nd page of this attachment. **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 4th - Thursday, December 7th, 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 Zeigel Hall during **student check-in on December 8th**.
 - 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.** Extra guest tickets will be made available to candidates on **Thursday, December 7th at 10:00 am**. These will be given out one at a time on a first-come, first-served basis until all 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. **Upon entry to the BPAC, guests should let the ushers know if you need access to this seating.**

Check-In and Line-Up:

- **To participate in the ceremony, candidates for graduation must arrive at the band hall in Zeigel 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 Zeigel Hall. Please enter through either front door of the building.
- 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.

Professional Photographs:

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

The Ceremony:

- **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:
 - 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.

Guest Information:

- **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.
- Doors to BPAC will be open 1 hour and 15 minutes prior to ceremonies. 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.

- If your guests arrive prior to the doors opening to the BPAC, please direct them to the H.L. Nowell Student Union (end of the Quad). Chik-fil-a, We Proudly Bew, and the Grid (convenience store) will be open from 7:30 am – 2:00 pm. Firehouse Subs and Burrito Bowl will be open from 10:30 am – 2:00 pm.
- 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.

Commencement Day Locations:

Please see the map on our website for the following locations:

- Commencement Ceremony – See gold star at BPAC – Facility number 17
- Parking for Commencement – BPAC parking (regular and handicap)
- Photography spots (*Photographer will only be available at Zeigel Hall*):
 - Professional photographs (8-9 and 12-1 before ceremony) – Inside Zeigel Hall – Facility 24
 - Photo with the Okra or Statesman at the Flag pole, north end of Quad 11-12:30 and 3-4:30 – (Canceled if raining.)
 - Photo at the entrance to campus by the Hugh Ellis Walker Alumni-Foundation House – Facility 15
 - Photo at the Clock, between Union and Ward Hall - Unmanned photo area
 - Mathews-Sanders Sculpture Garden at the BPAC – Facility 17 - Unmanned photo area
- Meals/coffee/tea available for purchase in the Union (Facility 41) – 7:30 am – 2:00 pm

Grades, Diplomas, and Transcripts:

- All grades are due to the Registrar's Office by **December 11th**. 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 11th**. 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 by January 12th 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. There are no Latin honors for graduate candidates.

Fall 2023 Graduation Application and Fees:

- If you 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. As we have finalized the walking list, anyone who has a walking status of No will **not** be able to be added to the walking list at this time.
- The graduation fee of \$50 and the late application fee of \$50, if applicable, were 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 now pay these fees. 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 Wednesday, 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.

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.
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