

LOUISIANA DELTA COMMUNITY COLLEGE GRADUATION INSTRUCTIONS

In order to complete arrangements for your graduation you are responsible for the following procedure outlined below:

1. Your name will be recorded on your diploma exactly as it appears on the Graduation Diploma Information Form, regardless of how it may appear on any other listing. If later you want it changed, you must see the Registrar before the diplomas are ordered.
2. When you register for the final semester of enrollment you should schedule all the courses still needed for graduation as indicated on the graduation audit. Schedule these courses during early registration and verify during add/drop that the necessary courses make. **YOU ARE ULTIMATELY RESPONSIBLE FOR SCHEDULING AND COMPLETING ALL THE COURSES NECESSARY FOR GRADUATION.** If you have not scheduled the correct courses required for graduation or received approval for substitution from your advisor and the Dean of Arts and Sciences as stated on your signed degree audit you **will not** graduate.
3. The \$50.00 Graduation Fee is due by February 28th (Spring graduates) or September 30th (Fall graduates). Fees must be paid by the due date in order to have caps and gowns ordered on time. This fee covers the:
 4.
 - a. Purchase of cap, gown and tassel
 - b. One diploma and diploma cover
5. Caps and Gowns may be picked up at the Enrollment Services Office upon completion of the following:
 - a. Graduation Exit Survey (done online the week after exams)
 - b. Graduation Checklist
6. Graduation announcements may be purchased through ULM Graphic Services (342-5150).