IMPORTANT COMMENCEMENT INSTRUCTIONS

Dear Fall 2018 Candidate for Graduation:

Congratulations as you conclude your final semester! As you may already know, LSU no longer has a main University ceremony in December. All degrees will be awarded in diploma ceremonies held throughout the day by each senior college on Friday, December 14, 2018.

The College of Engineering diploma ceremony will begin at 6:00 p.m. in the Maravich Assembly Center (report no later than 5:00 p.m.). For more information, look at the College of Engineering website (www.eng.lsu.edu) under “Current Students - Resources - Commencement.” Please refer to the enclosed checklist for ceremony instructions.

IMPORTANT: Make sure all fees owed to the University are paid prior to December 14.

Caps, gowns, rings and invitations can all be purchased from the LSU Barnes & Noble Bookstore. An information sheet concerning this is enclosed. Please check your cap/gown package BEFORE Dec. 14, to make sure a tassel is included.

We all look forward to your big day! If you have any questions or concerns, please call us at 578-5731 or come by the Student Services Office in Room 2228 Patrick F. Taylor Hall.

Sincerely,

Barbara Reonas, Assistant Dean
College of Engineering

Enclosures
ENGINEERING COMMENCEMENT CEREMONY

5:00 p.m.  
- All Engineering candidates are to report to the Maravich Assembly Center (southwest portal, nearest to the tiger cage)
- Caps and gowns required
- BS students will line up in alphabetical order by major department.
- Post Baccalaureate Certificate, MS and PhD students will line up in alphabetical order.
- **It is imperative that you arrive on time (5:00 p.m.)** in order to find your department and line up in the correct order. This must be done quickly and accurately.

6:00 – 8:00 p.m.
- Commencement ceremony begins at 6:00 p.m. with faculty & student processions.
- A faculty member will lead you to the stage and your name will be called. Each student will walk across the stage, receive his/her diploma cover, and take a photo with the Dean; **you will receive your actual diploma after you exit the stage.**

There will be a photographer present who will take two photos of each graduate: first, as he/she receives the diploma cover on stage and second, after you exit the stage. You will be contacted later by the photographer about purchasing your photos.

*Note:* Individual departments may choose to hold a reception on Commencement Day. Check with your department for more information.

**Diploma Ceremony, Special Needs:** See “Disabled Graduates & Guests” section of the FALL COMMENCEMENT attachment. Inside the PMAC at the Southeast Portal there will be seating for disabled guests, with room for one companion per individual guest. We suggest arriving early so that we can best accommodate our guests.
FALL DIPLOMA CEREMONY
Pete Maravich Assembly Center
Friday, December 14, 2018

PATH TO SEATS
Report to your major table for check-in (required)
Report to Auxiliary Gym to await processional

TABLES BY MAJOR
- MS
- BE
- CHE
- CE
- EVEG
- CM
- CCM
- EE
- EEC
- CSC
- IE
- ME
- PETE
- PHD

- PhD
- MS
- CCM
- PETE
- IE
- ME
- CSC

- EEC
- EE
- CM
- EVEG
- CE
- CHE
- BE

Stage

VIP ROOM
Auxiliary Gym
(downstairs)

Tiger Cage
LSU Field House

N. Stadium Rd.
Northeast Portal

Information table

Curtains
FALL COMMENCEMENT  
Friday, December 14, 2018

SCHEDULE OF ACTIVITIES:

**Diploma Ceremonies**

**8:30 a.m.**  
**College of Humanities and Social Sciences**  
Location: Maravich Assembly Center  
Assemble: Assembly Center’s northwest or southwest portal no later than 7:45 a.m.

**9:00 a.m.**  
**College of Science**  
Location: Maddox Fieldhouse  
Assemble: Maddox Fieldhouse no later than 8:15 a.m. Procession begins at 8:45 a.m.

**Manship School of Mass Communication**  
Location: Student Union Theater  
Assemble: Student Union Theater no later than 8:15 a.m.

**College of Music and Dramatic Arts**  
Location: Shaver Theatre  
Assemble: Room 135 Music & Dramatic Arts Building no later than 8:15 a.m.

**11:30 a.m.**  
**College of Human Sciences and Education**  
Location: Maravich Assembly Center  
Assemble: Assembly Center no later than 10:45 a.m. Procession will begin at 11:15 a.m.

**12:00 p.m.**  
**School of Veterinary Medicine**  
Location: Room 1212-C, School of Veterinary Medicine  
Assemble: Room 1212-C, School of Veterinary Medicine no later than 8:45 a.m.

**12:30 p.m.**  
**College of Art and Design**  
Location: Student Union Theater  
Assemble: Student Union Theater no later than 11:45 a.m.

**College of the Coast and Environment**  
Location: Dalton Woods Auditorium, Energy, Coast & Environment Building  
Assemble: Rotunda Lobby no later than 12:00 p.m.

**College of Agriculture**  
Location: Maddox Fieldhouse  
Assemble: Maddox Fieldhouse no later than 11:45 a.m.

**3:00 p.m.**  
**E. J. Ourso College of Business**  
Location: Maravich Assembly Center  
Assemble: Maravich Assembly Center’s southwest portal no later than 2:15 p.m.

**6:00 p.m.**  
**College of Engineering**  
Location: Maravich Assembly Center  
Assemble: Assembly Center’s southwest portal no later than 5:00 p.m.
COMMENCEMENT INFORMATION:
(www.lsu.edu/commencement)

Candidates Not Attending Commencement Day

Pick-Up Diploma:
Available starting December 17th at 8:30 a.m. in the Office of the University Registrar, Room 112 Thomas Boyd Hall.

Mail Diploma:
Fax (225/578-5991) or email (stauzi1@lsu.edu) your full name and mailing address to the Office of the University Registrar. Diplomas will be mailed on or near January 4, 2019 only if a written request has been submitted and received.

Cap & Gown
All degree candidates are expected to wear a cap and gown. The cap tassel should be suspended over the left front of the cap. Students receiving a bachelor’s or a master’s degree should contact the LSU Bookstore for information on the purchase of the cap and gown. Doctoral degree candidates should contact the LSU Bookstore for the deadline date for renting or purchasing a doctoral cap & gown. Doctoral degree candidates should not purchase or rent the doctoral hood. The hood will be presented at the ceremony.

Contact: LSU Bookstore Customer Service desk at 225-578-7412

Disabled Graduates & Guests
Parking on campus for graduation is available in all student lots at no charge and with no permits required. Graduates and their families and friends may park in any ungated lot or in any unmarked, unpainted, or unreserved space along any street on campus. Graduates and their guests should plan to arrive early to avoid traffic delays. Persons who have disability license plates/placards/or State issued disability IDs will be allowed to park in designated areas close to the PMAC. Parking is limited to a first come/first served basis. Additionally, a drop off point will be made available to anyone who does not have the appropriate credentials or to those guests needing assistance who may not qualify for the credentials. For additional information such as parking maps or questions visit www.lsu.edu/commencement

Sign Language: Sign language interpreting is provided at the ceremony.

Special Seating: Special seating is available for guests who use a wheelchair and for guests unable to walk long distances or climb stairs. Due to limited space, guests with disabilities are permitted to have only one non-disabled person to sit with them in the designated area.

Other: If other special accommodations are needed, requests should be made at least one week in advance of commencement please contact Disability Services 225-578-5919 or 225-578-2600 (TTY)

Family Educational Rights & Privacy Act of 1974 (Buckley Hold)
Students with a hold on their records should be aware that their name will be withheld from any commencement publications (e.g., commencement programs, web) and news releases (e.g., newspapers). Also, your name and home mailing address will not be given to the commencement ceremony photographer. If you would like to reconsider the decision you have made, submit a written request to the Office of the University Registrar, Room 112 Thomas Boyd Hall by October 26, 2018.

Financial Obligations
All fees, fines and other financial obligations should be paid before December 7, 2018. Your diploma cannot be released until all obligations have been met. Contact: Bursar Operations 225-578-3357 Room 125 Thomas Boyd Hall

Invitations/Announcements
Balfour orders:
• credit card orders: 1-866-225-3687
• fax orders: 1-800-278-2612
• web orders: www.balfour.com
• mail orders: check or money order - Balfour, 7101-A Intermodal Dr., Louisville, KY 40258

LSU Bookstore orders:
• Customer service: 225-578-7412

LSU Alumni Association
Lod Cook Alumni Center
3838 West Lakeshore Dr.
Baton Rouge, LA 70808

www.lsu.edu/commencement

Photographs
Photographs will be shot at the diploma ceremony. Proofs will be emailed to your LSU email address and will then be available for purchase.

Student Aid
Prior to graduating, students who borrow through the Federal Stafford Loan Program must complete an online “Exit Counseling” session at https://studentloanstransitionguide.usafunds.org.

Contact: Undergraduate Admissions & Student Aid 225-578-3103 financialaid@lsu.edu