



Alcorn
State University

MEMORANDUM

TO: Undergraduate Candidates

FR: Donzell Lee *Donzell Lee*
Provost & EVPAA

DA: October 9, 2017

RE: **GRADUATION GUIDELINES & EXPECTATIONS | SPRING 2018**

Congratulations, you are near the finish line! Spring 2018 Commencement will be **Sat., May 5, 2018 at 8:30 A.M.** in the Davey L. Whitney HPER Complex. In preparation, please take educational responsibility as to the requirements below:

ADVISOR MEETING

All degree requirements must be met to participate in the Spring 2018 commencement ceremony. Meet with your academic [advisor](#) to confirm you are on track to complete all degree requirements. [NOTE: Students who applied for Fall 2017 graduation **but did not complete degree requirements**, must submit a new application for graduation (e.g., spring 2018). Likewise, students who apply for Spring 2018 graduation but fail to meet final curricular requirements will have to reapply for graduation in summer 2018 or fall 2018.]

BRAVES CALENDAR

The [Academic Calendar](#) displays key dates and deadlines (e.g. registration, degree application submission time, application fee dates, etc.). Be sure also to visit the commencement page at <http://www.alcorn.edu/academics/commencement>.

COURSE ENROLLMENT

Enroll (today!) in Spring 2018 classes. Your go.alcorn.edu list required classes. Avoid closed classes, overrides, class conflicts and delays. **Review the Spring 2018 schedules closely and enroll in remaining courses needed to graduate.**

APPLICATION FOR DEGREE PROCESSING FEE

A \$50.00 [application for degree processing fee](#) is required; the fee doubles if paid after the application deadline, January 26, 2018. Retain your receipt # as proof of payment; your application will **not** be audited (so as to clear and post your degree) without payment.

ELIMINATE FEES, FINES & HOLDS

Graduating students must have a zero balance in order to participate in commencement, receive transcripts, and diplomas. Contact the Bursar at 601-877-6388 concerning fines, tickets, fees, etc.

FINALIZE & SUBMIT APPLICATION

All graduating students must [apply for graduation](#) by the deadline to receive their diplomas and become official Alcorn graduates. A confirmation email is sent to your Alcorn email account notifying of the \$50.00 graduation fee. Your Alcorn e-mail will be used to provide you with updates.

In conclusion, please assume educational responsibility to “close the loops” in preparation for **Spring 2018 Commencement**. Work with your advisor to clear your record of any academic deficiencies (e.g., outstanding grades, incompletes, substitutions, un-transferred courses, holds, etc.). For questions, please see the “Graduation Guidelines” in this link: [FAQs](#). We look forward to seeing you on stage at Commencement. Congratulations!