



DA: February 13, 2018 (**updated March 16, 2018**)

FR: Donzell Lee, Ph.D., Provost & EVPAA *Donzell Lee*

TO: Spring 2018 Candidates for Graduation

RE: **PRE-COMMENCEMENT REMINDER | SPRING 2018**

Congratulations! You are near the graduation finish line! As we near commencement, be sure to take educational responsibility to finish the race:

- ❑ **EXCEL IN SPRING 2018 CLASSES:** Ensure you pass all required courses. Students who fail to receive minimum grades for progression will be ineligible to participate in commencement. All degree requirements must be met. Students who apply for Spring 2018 graduation *but do not complete degree requirements* during Spring 2018, must submit a new application for Fall 2018 semester.
- ❑ **REMOVE HOLDS:** No student will (i) be posted for graduation, (ii) participate in Commencement, or (iii) receive diplomas/transcripts with unresolved holds. ***All holds must be removed by Friday, April 27, 2018.*** Look for holds in BANNER Online Services or go.alcorn. Call appropriate [offices](#) to resolve. Check your account daily as Commencement approaches.
- ❑ **FIND YOUR ADVISOR:** ***All degree requirements must be met to participate in Spring 2018 commencement.*** No exceptions. See your academic [advisor](#) to confirm that you are on track with degree requirements for your graduation semester.
- ❑ **SEE COMMENCEMENT WEBPAGE:** Stay up-to-date on graduation → [here](#). Order caps and gowns in the commencement webpage portal.
- ❑ **PAY \$100.00 APPLICATION FEE:** By now, all graduating students must have applied for graduation and paid the \$100 late fee ([here](#)) in order to be placed for degree audit. No transcript or diploma will issue if a student has not paid the application fee and removed any holds. **Monday, March 19, 2018 is the absolute last day to apply for Spring 2018 Commencement.**

Students, it is your educational responsibility and duty to “close the loops” above to achieve your life’s dream: conferral of the Alcorn Degree in the Spring 2018 Commencement. Work with your advisor to clear your record of any academic deficiencies (e.g., outstanding grades, incomplete grades, substitutions, un-transferred courses, fees, holds, etc.). We look forward to seeing you on stage at Commencement. Congratulations!