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# 2018 COMMENCEMENT INFORMATION

IN PREPARATION FOR THE MAY 5, 2018 CEREMONY

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MISSISSIPPI VALLEY STATE  
UNIVERSITY™

**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**National Alumni Association, Inc.**

**PROFILE FORM**

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Name:	Last	First	Maiden	Nickname	Birthday
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Address	City	State	Zip
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Phone: Home	Work	Cell
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Year Attended/Graduation	Major
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E-mail Address

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Collegiate Organization(s) / Membership(s)

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Current Job Title	Company/Industry
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**MEMBERSHIP INFORMATION**

Make checks or money orders payable to: MVSU National Alumni Associations, Inc.  
Mail along with form to:

Mississippi Valley State University  
Office of Alumni Relations  
MVSU 7239  
14000 Highway 82 W.  
Itta Bena, MS 38941-1400

CHECK ONLY ONE

- Enclosed is \$50.00 for a year's membership in the MVSU National Alumni Association.
- Enclosed is \$50.00 for a year's associate membership in the MVSU National Alumni Association.
- I will join the MVSU National Alumni Association. Please mail or e-mail information to me regarding the nearest chapter in my area.
- I will not join the MVSU National Alumni Association or a local chapter, but I have enclosed a donation of \$ \_\_\_\_\_.
- I will not join the MVSU National Alumni Association or a local chapter, but I will complete and return the contact information listed above.

--- EACH ONE, RECRUIT ONE ---



# 2018 COMMENCEMENT INFORMATION

## 2018 COMMENCEMENT INFORMATION

MVSU holds only one graduation ceremony each year, taking place at the end of spring semester. As your excitement builds in anticipation of the event, and as you make plans for graduation, we would like you to remember that the commencement ceremony is for you and every other graduate. We ask you to respect your fellow classmates and thank you in advance for your cooperation.

### REGALIA

All graduates planning to participate in commencement are required to wear the traditional cap and gown. Caps, gowns, and tassels may be rented from the Campus Bookstore, located in the Jacob Aron Student Union, no later than April 3, 2018. A representative will be available in the Bookstore to assist you with your regalia. The price was increased to \$68.00 so that graduate would be able to keep their caps. The package includes a cap, gown, and one tassel. For master graduates the package includes a cap, gown, and hood. Information regarding the purchase of graduation announcements and rings are also available at the Campus Bookstore. After the graduation ceremony, you may keep your cap and tassels, but you must turn in your gown and hood (master's). If you choose to keep your gown and hood, you will be charged \$299.00 for Bachelor's gown or \$399.00 for Master's gown and hood. If you have questions about announcements or regalia, call the Campus Bookstore at (662) 254-3532.

### COMMENCEMENT ATTIRE

Wearing the traditional academic gown and mortar board is required for participation in Commencement, as noted above. Beneath the academic regalia, men are to wear a dress shirt (preferable white) and tie, dark slacks, and clean, black dress shoes. Women are to wear a black dress or a black skirt and blouse, and clean, black, closed-toe dress shoes. Dresses and skirts should be no longer than the academic regalia's gown. Women's earrings should be small, studded pearls. Earrings will not be allowed for men. NO athletic wear shoes will be allowed.

### REHEARSAL

Graduation rehearsal will be on Friday, May 4, at 1:30 p.m. at the Rice-Totten Stadium. Graduates should assemble in the bleachers on the home side of the stadium. All graduates should attend. We will conduct a brief run-through of the program, show you how to play your part during the ceremony, and answer your questions.

### TIME AND PLACE

Gates to the Rice-Totten Stadium will open at 6 a.m. MVSU ushers, marshals and police/security will be available to answer questions and direct guests and graduates. Graduates must be seated in the stands of the home side of the Rice-Totten Stadium by 6:30 a.m. to receive last-minute instructions and line-up cards from their Department Chairs. Guests should enter Rice-Totten Stadium using the east entrance near the ticket booth. Commencement ceremonies will begin promptly at 8 a.m. with the processional beginning at 7:35 a.m.

### GRADUATION PARKING

The following areas have been identified for visitor parking on the day of graduation in order of preference:

- Jacob Aron Student Union Parking Lot
- Sutton Administration Building Parking Lot (One-way traffic)
- Lawn across the street from Robert Harrison Complex, pending weather
- Lawn across the street from William A. Butts Social Sciences Building, pending weather
- Industrial Technology Education Building Parking Lot, South Side

Parking for persons with disabilities will be located in the parking area adjacent to Rice-Totten Stadium. A disability tag or decal will be necessary. An identified area for the loading and unloading of persons with disabilities will be in the front of the Rice-Totten Stadium.

### CEREMONY CONDUCT

Graduates, please set an example for your guests. To show respect for and to honor all our graduates, we ask participants to remain in their seats throughout the entire ceremony. Graduates will exit as a class to recessional music.

Guests will not be allowed onto the field at anytime before and during the ceremony. Ushers and security guards will be stationed in various areas and will ask guests to remain off the field during the ceremony. A professional photographer will take your photograph as you receive your diploma. Your family and friends may take photographs of you from their the stands; they will not be allowed onto the field to take photos.

When the commencement ceremony begins, your tassel is on the right side of the mortarboard. When your degree has been officially conferred during the ceremony, you move your tassel to the left side of the mortarboard. The movement of the tassel represents the symbolic power of the academic mace. The academic mace, originally a weapon of war, traced back to ancient Greece government, is used to symbolize the power the university has to confer degrees.

Upon receipt of your degree, pause briefly and look at the photographer in front of you for the official commencement photograph.

### **SEATING**

Seating for all persons attending commencement will be in the stands of the visitors' side of Rice-Totten Stadium. An area will be reserved with limited seating for distinguished guests, persons with disabilities and their companions, and parents. Ushers and security will be available for assistance.

### **GRADUATION CLEARANCE**

Once the Graduation Application documents are filed with the Office of Student Records/University Registrar, a formal degree audit/evaluation is prepared by the staff of the Office of Student Records/University Registrar. For each prospective graduate, the academic department is provided an up-to-date status change during the course of the graduation clearance process.

April 23-26, 2018: Final examination for prospective graduating seniors.

April 28, 2018: Final grades are to be submitted to the Office of Student Records/University Registrar for each prospective graduating senior.

April 30 -May 4, 2018: The final academic clearance for prospective graduating seniors is conducted via their academic departments.

If the student does not complete his/her degree requirements by the 2018 Spring Commencement, another application must be filed and another degree audit is performed. Refer to the Academic Calendar for specific dates relating to the submission of the Graduation Application, Academic Clearance, and Commencement.

### **J. H. WHITE LIBRARY**

Although the library is not listed for clearance on the graduation clearance form, all graduating students or students who expect to graduate should stop by the library to ensure that they have overdue books attached to their library records. Names of students with overdue books or library fines will be sent to the Office of Business & Finance before the end of the semester. If your name Business & Finance, this may cause a delay in the receiving of yell as your degree. Stop by the Circulation Information James H. White Library to verify that your record is clear.

Also, during the week of April 9-13, 2018, the library will be celebrating National Library Week by offering our annual amnesty week. Students with overdue library books from the Spring semester only can have their fines forgiven/waived during this week simply by returning the overdue books.

### **CAREER SERVICES** (For Undergraduates Only)

All undergraduate students who will be graduating this May will need to complete the following Graduation Clearance requirements for the Career Services Center:

- CSC Registration
- Consent to Release
- Approved Resume
- Graduation Survey

Please stop by the H.G. Carpenter Building or call (662) 254-3441 for more information.

### **STUDENT ACCOUNTS**

Graduating students with a balance will not be cleared through the Office of Student Accounts. There are NO EXCEPTIONS.

The Office of Student Accounts will start signing the graduation clearance on April 2, 2018 and a signature from the Office of Financial Aid is required before we will sign. If a student would prefer Student Accounts to sign before the scheduled date, we will sign the form as well as inform the student that he/she will be held responsible for paying any charges.

## HOUSING

### SPRING 2017 RESIDENCE HALL CLOSING INSTRUCTIONS

All Residence Halls will close Saturday, May 5, 2018 at 12:00 p.m.

Charges for unreturned keys and improper checkout will begin at 1:00 p.m.

1. Thoroughly clean your room (suite and/or bathroom, if applicable) (i.e., remove all trash, unplug appliances, sweep and mop the floor, etc.).
2. Complete the necessary paperwork to check out of the residence hall. Failure to do so will result in a \$25.00 fee charged to your student account.
3. Return your room key. Please **DO NOT** slide your key under a Residential Life's staff member's door or give your room key to someone else to return. If you do so, it will result in a \$50.00 charge to your student account. **Any residents submitting their room key after the residence halls have officially closed will still incur a Key Charge and/or an additional Improper Checkout Fee of \$100.00.**
4. Close blinds, turn lights off, lock windows and doors. Trash bags are available upon request to your Residence Hall Director, Residence Hall Monitor and Resident Advisor.
5. Before you leave, report all repairs to the Residential Life Staff and/or record it in the Maintenance Log Book and THD.
6. Failure to remove personal items/articles from your room will result in a fee of \$25.00 charged to your student account. Additional fees may be assessed.
7. Failure to clean your room prior to your departure will result in a fee of \$25.00 charged to your student account. Additional fees may be assessed, depending on the severity of the unclean room (and/or suite & bathroom).

#### LIST OF CHARGES/FEES ASSESSED

Failure to complete paperwork for check out	\$25.00
Submitting key after residence halls have officially closed	\$50.00
Failure to return all University furniture to its original area	\$50.00
Failure to remove personal items	\$25.00
Failure to clean your room	\$25.00
Improper Checkout Fee	\$100.00

## PHOTOGRAPHY

Professional photographer, Ralph Smith, will take your photograph as you receive your diploma. You may order photographs from [www.deltaweddings.com](http://www.deltaweddings.com) or by contacting him at (662) 207-1254.

Mr. Smith will also take departmental photographs beginning at 8 a.m. as outlined in this document. Please email [news@mvsu.edu](mailto:news@mvsu.edu) to submit information regarding your hometown newspaper or drop off the included form to Communications and Marketing.

## COMMUNITY SERVICE LEARNING (CSL)

Community Service is a requirement for graduation. Students are required to complete a total of 60 hours for graduation. Transfer students are required to complete 40 hours of service. All community service activities must be reported to the CSL Office for documentation for graduation clearance whether completed during the regular school year or during vacation periods.

The Process for Community Service Clearance:

1. Student should complete community service hours with any non-profit agency partnering with the CSL Office.
2. Student should turn in Community Service Contracts and Timesheets to CSL Office.

When students have completed the necessary hours for community service the "Candidates for Graduation Clearance Form" will be signed. Any service completed prior to this semester should be verified with a letter or signed timesheet from the agency and will be reviewed for validity by the Director.

## **FINANCIAL AID CLEARANCE PROCESS GRADUATING STUDENT REQUIREMENT**

### **ALL STUDENTS (UNDERGRADUATE AND GRADUATE) WHO RECEIVED FEDERAL STUDENT LOANS (SUBSIDIZED OR UNSUBSIDIZED)**

- Federal requirement to complete Exit Loan Counseling at [www.studentloans.gov](http://www.studentloans.gov).
- Print the Exit Counseling Confirmation Page and bring it with you to the Financial Aid Office to present with your clearance form.

### **WHAT WILL HAPPEN AT THE FINANCIAL AID OFFICE (ALL STUDENTS):**

- Present the clearance form with your name and Banner Student ID printed legibly on the form.
- The clearance form will be forwarded to a financial aid counselor for review of each academic year you were enrolled and received federal financial aid and/or scholarships.

### **WE WILL BE CHECKING FOR THE FOLLOWING:**

- All required documents received for verification are signed and in your file to insure there is no conflicting information.
- If everything is okay with your file, the clearance form will be signed and stamped cleared.

You are required to appear in person to receive the required signature and cleared stamp on your clearance form.

Should you have questions, contact the Office of Financial Aid at (662) 254-3335.

### **ALUMNI AFFAIRS**

The Office of Alumni invites you to stay engaged with your alma mater by becoming an active member of the Mississippi Valley State University National Alumni Association, Inc., and joining one of the 30 chapters throughout the United States. Why Join? Your Membership in the MVSUNAA gives you a strong voice in the future of your alma mater, in addition to providing the generous support to aid in the success of future students at Mississippi Valley State University. Join by calling (662) 254-3579, via email at [alumni@mvsu.edu](mailto:alumni@mvsu.edu) or by visiting our website [www.mvsu.edu/alumni/](http://www.mvsu.edu/alumni/) to see if a chapter exists in your area. If there is not one, We encourage you to start a chapter where you reside.

In addition, please keep this office informed if you have a change of address, marriage, birth, new job, awards, advanced degrees, or etc., we would like to know about it and share in your latest accomplishments one of the following ways:

Website: <http://www.mvsu.edu/alumni/>

Email: [alumni@mvsu.edu](mailto:alumni@mvsu.edu)

Alumni Blog: <http://mvsualumni.wordpress.com/>

Instagram: MVSU1950

Twitter: MVSUIttaBena

Facebook: <https://www.facebook.com/valley.state>

We wish you good luck and much success in all of your future endeavors!

### **WHO TO CONTACT:**

For questions about graduation ceremony logistics (start time, location, parking, reception details), contact Dr. Abigail Newsome ([asnewsome@mvsu.edu](mailto:asnewsome@mvsu.edu)) at (662) 254-3036 and (662) 254-3395, respectively.

For questions about invitations, class rings, and regalia ordering and distribution, contact the Campus Bookstore at (662) 254-3532.

**COMMENCEMENT GROUP PICTURE SCHEDULE**  
**FRIDAY, MAY 4, 2018 ~ SUTTON ADMINISTRATION FRONT STEPS**

Graduates must be dressed in full regalia in order to participate in the group photograph. Department professors are welcome to join their students for the group picture. Pictures will be taken in 10-minute increments. It is recommended that you arrive 15 minutes before your scheduled group picture as each group will be photographed during its allotted time.

**DEPARTMENT OF BUSINESS ADMINISTRATION** *(both graduate & undergraduate students)*

8 a.m. ACCOUNTING  
8:10 a.m. BUSINESS ADMINISTRATION  
8:20 a.m. ORGANIZATIONAL MANAGEMENT

**DEPARTMENT OF CRIMINAL JUSTICE** *(both graduate & undergraduate students)*

8:30 a.m. CRIMINAL JUSTICE

**DEPARTMENT OF ENGINEERING TECHNOLOGY**

8:40 a.m. ENGINEERING TECHNOLOGY

**DEPARTMENT OF MASS COMMUNICATIONS**

8:50 a.m. MASS COMMUNICATIONS  
9:00 a.m. SPEECH COMMUNICATIONS

**DEPARTMENT OF SOCIAL WORK** *(both graduate & undergraduate students)*

9:10 a.m. SOCIAL WORK *(both graduate & undergraduate students)*

**DEPARTMENT OF SOCIAL SCIENCES**

9:20 a.m. HISTORY & GENERAL STUDIES  
9:30 a.m. POLITICAL SCIENCE  
9:40 a.m. PUBLIC ADMINISTRATION  
9:50 a.m. SOCIOLOGY

**DEPARTMENT OF EDUCATION** *(both graduate & undergraduate students)*

10 a.m. EARLY CHILDHOOD EDUCATION  
10:10 a.m. ELEMENTARY EDUCATION  
10:20 a.m. MATHEMATICS  
10:30 a.m. MUSIC  
10:40 a.m. SCIENCE  
10:50 a.m. HPER

**DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES**

11 a.m. ENGLISH

**DEPARTMENT OF FINE ARTS**

11:10 a.m. ART  
11:20 a.m. MUSIC

**DEPARTMENT OF MATH, COMPUTER & INFORMATION SCIENCES**

11:30 a.m. COMPUTER SCIENCE  
11:40 a.m. MATHEMATICS

**DEPARTMENT OF NATURAL SCIENCE AND ENVIRONMENTAL** *(both graduate & undergraduate)*

11:50 a.m. BIOLOGY  
12 p.m. CHEMISTRY  
12:10 p.m. ENVIRONMENTAL HEALTH  
12:15 p.m. BIOINFORMATICS







# 2018 COMMENCEMENT INFORMATION

# HOMETOWN NEWS

Please PRINT all information to ensure accuracy:

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

HOMETOWN \_\_\_\_\_ STATE \_\_\_\_\_

Parents/Spouses/children

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degree (B.S., B.A., M.A.) \_\_\_\_\_ Major \_\_\_\_\_

Honors or Accomplishments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organizations \_\_\_\_\_

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