

ULM COMMENCEMENT INFORMATION

Congratulations to you as a member of the upcoming graduating class of The University of Louisiana at Monroe! Graduation is a joyful and momentous occasion, and we share your excitement in this lifetime achievement. Please follow these links for important information about Commencement:

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FILING AN APPLICATION FOR GRADUATION

Candidates must contact their respective major department or dean's office to obtain and file an application for a degree. The *Application for an Undergraduate and Professional Degree* and the *Application for a Graduate Degree* should be filed approximately seven calendar days from the first day of classes to graduate in the fall (December) or spring (May) and approximately three calendar days from the first day of classes during the first summer term to graduate in the summer (August). Please consult the registration calendar within the current *Schedule of Classes* for specific dates.

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COMMENCEMENT REHEARSAL

Commencement rehearsal is held in Fant-Ewing Coliseum at **9:00 a.m.** on the Friday immediately preceding Commencement on Saturday. Rehearsal will conclude at approximately 10:30. Please call the Registrar's Office at (318) 342-5262 for the specific date of rehearsal of a given Commencement.

Please read the following information before Commencement rehearsal:

1. Please use Fant-Ewing Coliseum's service entrance on Northeast Drive when reporting for Commencement rehearsal. Using the seating roster you are given, please find and sit in your assigned seat immediately.
2. Please bring a pen or pencil to rehearsal. You may be asked to complete a survey which will aid us in helping future ULM students.
3. During rehearsal, honor cords will be distributed to Bachelor's-degree students who are graduating with honors (3.5-4.0 cumulative GPA); your student ID may be required to receive your honor cord, which is to be worn with your regalia during Commencement. Other than the ULM honor cord, the only regalia (e.g., medallion, stole, pin) you may wear is that which has been awarded you for academic achievement. This **EXCLUDES** the regalia and insignia of social sororities/fraternities and other non-academic organizations, as well as Kente stoles and symbols/writing on mortar boards. If you bring or wear such items to Commencement, they will be taken when you enter the Coliseum and returned at a later time. Violating this ULM policy may result in a \$100 fine.

4. Seating passes allowing your physically-limited family members access to special floor-level seating in the Coliseum will be distributed at rehearsal. Parking passes *are not* distributed. To minimize the difficulty of entering and exiting the Coliseum, the sloped ramp at the back entrance of the building may be used to gain access to the floor level. One person may sit with a physically-limited family member during the ceremony.

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COMMENCEMENT CEREMONY

The Commencement ceremony begins at 2:00 p.m. in Fant-Ewing Coliseum on the Saturday after rehearsal on Friday, with doors opening to the public at 12:30 p.m. Please consult the registration calendar within the current *Schedule of Classes* for the specific date of a given Commencement ceremony, or call the Registrar's Office at (318) 342-5262.

Please read the following items before the day of the Commencement ceremony:

1. Please wear dark clothing and dark shoes with your Commencement regalia. Your gown should be pressed with a warm iron. The tassel hangs on the right side of your mortar board until you are instructed to move it to the left during the ceremony.
2. Candidates are encouraged to go to Room 18 of the Coliseum from **10:45 a.m. to 12:45 p.m. on the day of Commencement** for a cap and gown portrait (individual *or* family portrait). The first pose is free, compliments of the Alumni Association. The picture will be mailed to you in about two weeks. Charges for additional pictures must be paid in advance.
3. Your photo will be taken as you cross the stage during the Commencement ceremony. Although you will receive a complimentary copy of the photograph, you may order additional copies on Commencement day in Room 18. Since these photos will be available to all graduates, no other photographers will be permitted on the Coliseum floor during the ceremony. Please share this information with your family and friends.
4. To prepare for the Commencement processional, candidates will assemble by the seating roster columns inside the circular hallway of the upper concourse of the Coliseum. **Candidates must be in line by 1:15 p.m. for roll call on the day of Commencement.** Candidates for advanced degrees will form alphabetically by degree type; all other candidates will form alphabetically by academic colleges.
5. Please inform your family and friends that air horns and other noisemakers are not allowed during the commencement ceremony, as they detract from the dignity of the occasion.
6. To ensure that every graduate's name is heard, we ask that graduates and guests refrain from **making any response or applauding for a particular graduate.** The entire graduating class will be honored with applause at a designated time in the ceremony.
7. Diploma covers will be presented to candidates as they cross the stage. Actual diplomas will be mailed within four to six weeks to each graduate's permanent address on file in the Registrar's Office.
8. During the recessional, platform guests will exit first, followed by the faculty and then by the graduates.

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ADDITIONAL INFORMATION AND INSTRUCTIONS

1. All fees and other financial obligations to the University must be paid before Commencement. If you think you are delinquent in any manner, contact the Indian Bank (fees and traffic fines), the Library (library fines), and/or University Police (permit parking fines). If at any time you have ever received any type of guaranteed student loan through the University, you must attend an exit interview prior to Commencement rehearsal. Please contact the Office of Student Financial Aid at 342-5320 if you have any questions about this requirement.
2. If you cannot attend the Commencement ceremony, you must request permission in writing from your academic dean to graduate *in absentia* (in absence). Your diploma will be mailed to the address you specify in writing.
3. Pre-ordered caps, gowns, and personalized commencement announcements may be bought at the ULM Bookstore. Generic announcements are also available for purchase.
4. Doctoral candidates must select the appropriate hoods for their respective disciplines when ordering regalia. The hoods must be delivered to the Office of Graduate Studies and research to doctoral candidates before commencement rehearsal on Friday morning.
5. A program will be placed in every graduate's chair on Commencement day for your convenience.
6. **Please do not bring cell phones, cameras, camcorders, umbrellas, purses, or extra apparel to the Coliseum.** You will not be permitted to carry these in the processional, and there is no place to secure them during the ceremony.

For information about whether you have met the requirements to receive your degree, please contact your academic dean's office.



For additional information about the Commencement rehearsal or ceremony, please contact the Registrar's Office at (318) 342-5262.

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