



DA: August 10, 2017  
FR: Donzell Lee, Ph.D., Provost & EVPAA  
TO: Undergraduate Candidates Fall 2017 Graduation  
RE: **GRADUATION GUIDELINES & EXPECTATIONS**

*Donzell Lee*

Dear Fall 2017 Prospective Graduating Seniors:

Congratulations on continuing to progress toward completion of your degree! Fall 2017 Commencement is 10 A.M., Friday December 8, 2017 in the Whitney Auditorium (rain or shine). In preparation, be sure to close the loops on the requirements below:

#### ADVISOR MEETING

*All degree requirements must be met to participate in commencement.* (See [Completion policy](#)). Meet with your academic [advisor](#) to confirm you are on track to complete all degree requirements.

#### BRAVES CALENDAR

The [Academic Calendar](#) displays key dates and deadlines (e.g. registration deadline, degree application submission time, application fee dates, etc.).

#### COURSE ENROLLMENT

Enroll (today!) in classes needed to complete Fall 2017 degree requirements. Your [go.alcorn.edu](http://go.alcorn.edu) degree plan displays required course. Registration issues (closed classes, overrides, class conflicts, and delays) are avoided by registering as soon as registration opens. Be sure to review your Fall 2017 schedules with academic advisors to assure enrollment in correct, sequenced courses. \*Student-athletes should confirm with academic advisors and Athletics Enhancement.

#### DO PAY \$50.00 GRADUATION APPLICATION FEE

A new \$50.00 [graduation application processing fee/cap & gown fee](#) is required prior to posting your degree audit; the fee doubles if paid after Fall 2017 application deadline--September 8, 2017. Retain your receipt # as proof of payment because your application will **not** be audited (so as to clear and post your degree) without payment. To be sure, you must (i) complete the graduation application and (ii) pay the \$50.00 application fee by/before September 8, 2017; otherwise, a \$50.00 late fee will also apply. \***Graduate students: contact Graduate Studies ext. 6122.**

#### ELIMINATE FEES, FINES & HOLDS

Graduating students must have a zero balance in order to participate in commencement and receive transcripts/diplomas. Contact the Bursar 877-2377 concerning fines, tickets, fees, etc.

#### FINALIZE & SUBMIT APPLICATION

All graduating students must [apply for graduation](#) by **Friday, September 8, 2017** to receive their diplomas and become official Alcorn graduates. Your official Alcorn e-mail is needed; a confirmation is sent to your email account notifying of the \$50.00 graduation fee.

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