

# GRADUATION CHECKLIST

## Application for Graduation

Have you applied? *Applications for begin Monday, September 11, 2017*  
Deadline for online graduation applications found on SelfService Banner:  
**Tuesday, November 7, 2017**

*You must apply even if you do not attend the commencement ceremony.*

### **Important Questions You Need to Verify on the Graduation Application:**

- Is your degree/curriculum information correct on the graduation application?
- Is your name correct on the graduation application?
- Is your permanent legal address up to date?
- Will you be attending the ceremony?

*If you have already applied and any of the above information has changed please immediately contact:*

*Undergraduates:* [uggraduation@lamar.edu](mailto:uggraduation@lamar.edu)

*Graduates:* [grgraduation@lamar.edu](mailto:grgraduation@lamar.edu)

## Name in Commencement Program – FERPA Information

Under the Family Educational Rights and Privacy Act (FERPA), if you withhold any of the following information your name will not be printed in the commencement program:

- your name
- program of study (college, major, or campus)
- degrees
- honors and awards received

If you completed a Directory Hold form to withhold your information, you will receive an email from the graduation coordinator requesting that you release the hold prior to graduating. We must receive it no later than November 7th.

## Degree Requirement Verification for Final Semester

Upon submission of your Application for Degree, if you are enrolled in courses at an institution other than Lamar University, you must submit any transcripts to [luadmtran@lamar.edu](mailto:luadmtran@lamar.edu) within 4 weeks of graduation to remain a degree candidate for the semester.

## Outstanding Balance & Holds

All outstanding balances must be paid in full prior to the release of diplomas.

Be sure to check your student account balance on Self-Service Banner or by contacting Cashiering at 409-880-8390 or 409-880-8320.

If you have books or money owed to the Library contact them at 409-880-8133.

If you haven't completed your "Exit" Loan Counseling Session, contact Financial Aid at 409-880-8450.

## Ordering Cap & Gown

Lamar University Official Bookstore has all you cap & gown needs. Visit them on [lamar.bncollege.com](http://lamar.bncollege.com)

If ordering through the Lamar University Official Bookstore, you have until November 30th to order online.

# FAQ: COMMENCEMENT CEREMONY

For UP-TO-DATE information:

VISIT OUR NEW & IMPROVED WEBPAGE on Lamar.edu:

<http://students.lamar.edu/commencement/index.html>

Like us on Facebook "Lamar University Records Office"

Follow us on Twitter and Instagram "LU\_Records"

**Don't forget to use #LamarUGrad17**

## WHERE TO PARK



**FAMILY & FRIENDS  
ENTER through the  
second floor Gates  
Accessible by stairs  
& elevator**

**No tickets needed**



**STUDENTS ENTER  
through the  
Cardinal Club entrance**

**December 15, 2017**

**Arts & Sciences 7:00 pm**

**December 16, 2017**

**Engineering 8:30 am**

**Business 11:00 am**

**Fine Arts & Comm. 2:00 pm**

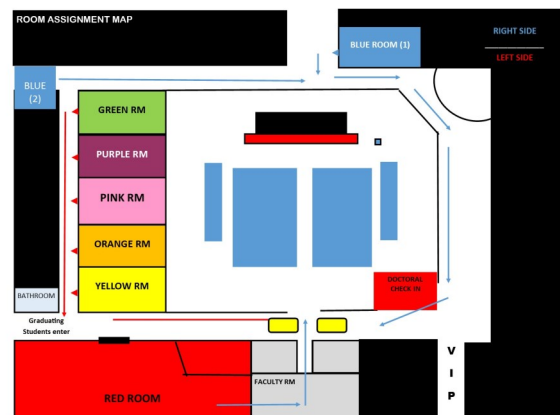
**Education & Human Development**

**5:00 pm**

**STUDENTS ARRIVE ONE HOUR EARLY**

**Room Assignments given**

**December 8, 2017 via email**



RECORDS & REGISTRATION  
**LAMAR UNIVERSITY**