

# INFORMATION FOR ALL PROSPECTIVE GRADUATES - 2016/2017

## COMMENCEMENT EVENTS

Mandatory Participation

**TUESDAY,  
FEBRUARY 21st**

### BLACK HISTORY MONTH CONVOCATION

12:15 p.m.

Convocation Center

Graduates assemble in the Convocation Annex Building at 11:30am or immediately following class dismissal. Prospective Bachelor of Science graduates should report to Room 215 of the Convocation Annex. Prospective Bachelor of Arts, Music, Masters' and Pharm.D. graduates should report to Room 111. Prospective graduates wear caps (tassels to the right) and gowns (females wear collars), no hoods. Procession begins at 12:05 p.m. from the Convocation Annex Building to the Convocation Center.

**FRIDAY, MAY 5TH**

### EMAIL CANDIDATE CONFIRMATION

3:00 p.m.

Each confirmed candidate for graduation will receive an email from the University Registrar beginning at 2pm on Friday. This email will indicate eligibility to participate in Commencement and specify degree earned and any honors designations. Students with questions or concerns after viewing the email should notify the Registrar's office immediately of any errors or changes prior to the Official Roll Call on Monday, May 8th. Students who expect to, but do not receive an email should also immediately contact the Registrar's office.

**MONDAY, MAY 8th**

### ROLL CALL/INFORMATION SESSION

9:00 a.m./Arts and Sciences

10:00 a.m./COP

Convocation Center

Roll Call is the official public announcement of Graduates and review of Commencement line-up and procedures. The Official Roll Call of Degree Candidates will begin at 9am by College and Degree. Faculty and staff will also be on hand to demonstrate the "hooding" procedure and the acceptance of the diploma.

Admission Tickets will also be distributed at Roll Call. **Each graduate will be given six (6) Admission Tickets.** Must present picture ID.

**FRIDAY, MAY 12TH**

### COLLEGE OF PHARMACY HOODING CEREMONY

12:00 noon

Convocation Center

#### College of Pharmacy Hooding Ceremony

Graduates assemble at 11:00 a.m. in the Convocation Annex.

### BACCALAUREATE MASS/ UNIVERSITY HONORS AND AWARDS

5:00 p.m.

Convocation Center

#### Baccalaureate Mass/University Honors and Awards

Graduates assemble at 4:00 p.m. in the Convocation Annex.

University Honors and Awards to Graduates will immediately follow Baccalaureate Mass

RECEPTION FOR CANDIDATES AND FAMILY MEMBERS AFTER HONORS CEREMONY

**SATURDAY, MAY 13th**

**COMMENCEMENT**

**10:00 a.m.**

Xavier University  
Convocation Center

Graduates assemble at 8:30 a.m., Convocation Annex  
Bachelor of Science graduates report to Convocation Annex,  
Room 215; Bachelor of Arts, Music, Masters' and Pharm.D. report  
to Room 111.

- Graduates wear cap (tassel on the right side) and gown with hood over left arm. **NO COLLARS**
- Processional from Convocation Annex Building to Convocation Center - 9:45 a.m.



## COUNTDOWN TO GRADUATION

### REQUIREMENTS FOR GRADUATION CANDIDATES MUST:

Review your degree requirements with your advisor.

Submit your degree application to the Office of the Registrar. (A \$110 graduation fee will be assessed for CAS graduates, and a \$135.00 fee will be assessed for COP graduates). Make sure the application is complete and accurate.

Complete an Exit Interview with Financial Aid.

Students must satisfy all financial obligations to Xavier University (Student Accounts, Library Fines, Parking Tickets, Student Health Services) in order to **participate** in the May, 2017 Commencement Ceremony, receive a diploma and obtain an official academic transcript. The deadline for satisfying financial obligations **in order to participate in the Commencement Ceremony** is April 28, 2017.

Students currently enrolled at another institution must submit an official transcript to the Office of the Registrar, no later than May 2, 2017. If you plan to register for any CLEP exams, you must do so by March 31, 2017.

Visit the XU Book Store for graduation cap/gown measurements.

If you are not participating in commencement, submit a "Letter of Absentia" along with a fee of \$30.00 to the Registrar's Office immediately. In absentia graduates are ineligible for Admission Tickets.

Update your current and permanent addresses and phone numbers in the Registrar's Office or on Banner Web.

Complete Graduate Survey. Please continue to check your Xavier email account for official correspondence.

### GRADUATION ANNOUNCEMENTS

**Office of Student Services 3rd Floor University Center 305B**  
Beginning March 14, 2017 graduation announcements will be mailed to graduates who completed work last summer or fall. Questions about announcements may be addressed to Ms. Barbara Franklin, Office of Student Services, 3rd floor, by phone (504) 520-7357, by email [studentservices@xula.edu](mailto:studentservices@xula.edu), or visit the office. **The first ten announcements are included in your graduation fee.** Additional announcements may be purchased at \$1.00 each. You may make or purchase name cards as an insert OR you may order personalized invitations from Herff Jones Email: [GRADSUPPLY@AOL.COM](mailto:GRADSUPPLY@AOL.COM) or call (504) 737-4439.

## GRAD FINALE

The Senior Class is sponsoring "Grad Finale", a resource fair offering an opportunity for you to get information on and complete graduate obligations on Thursday, March 2, 2017, 10am - 2pm, UC 1st Floor Lobby. Several vendors and university offices will be available throughout the day---Senior Class (Kente Stoles, class week info); Herf Jones (personalized invitations); Jostens (class rings); Candid Photography (senior portraits); Financial Aid (exit interviews, loan consolidation); GradStar Office; Registrar; and more.

## REGALIA ORDERS

For last minute emergencies, there will be a limited number of caps, gowns and hoods available. For those who have yet to place an order, the final deadline for ordering regalia is Friday, March 31, 2017.. Also, Xavier and Greek Organization KENTE cloth stoles are available in Student Services, University Center - Rm. 305B for \$20 and \$25, respectively. COP stoles may be pre-ordered in the Dean's office by March 1, \$50.

## SENIOR PORTRAITS

If you miss the Grad Finale Fair, you may still order graduate portraits. A photographer will take cap/gown portraits at the Commencement or you may arrange for an individual sitting in advance. Contact Candid Campus Photography at (504) 366-0607. The photographer provides caps/gowns/tassels/hoods.

## CLASS RINGS

Many THANKS to Jostens for sponsoring a raffle of a class ring at the Senior Fair. Class rings can be ordered at the Grad Finale Fair, UC lobby on March 2nd, or online through Jostens at [http://college.jostens.com/jostens/college/home.jsp?\\_requestid=94379](http://college.jostens.com/jostens/college/home.jsp?_requestid=94379) and enter Xavier University of LA.

## DIPLOMAS

DIPLOMAS are awarded at the Commencement Exercises to those who have satisfied ALL requirements for the degree and whose fiscal accounts are clear. Please confirm name change, spelling, etc. with the Office of the University Registrar. If you completed your work last summer or fall and are now out of town, or if for other grave reasons you will be unable to be present for the Commencement Exercises, you must request permission to receive your degree in absentia. This should be done as soon as possible, if you have not already done so. Be sure to include in your letter of request to you College Dean's Office, the address to which the diploma should be mailed. There is an additional \$30 fee for diplomas in absentia (Total graduation fee \$140 for College of Arts & Sciences and \$165 for College of Pharmacy.)

## COMMENCEMENT ENTRANCE/ACCESS

**Commencement Entrance and seating for the general public at the Convocation Center will be on a first-come, first-served basis. ALL GUESTS MUST HAVE A TICKET TO ENTER.** Doors open at 9:00 a.m. We strongly suggest that your guests arrive early, but not later than 9:45 a.m.

At the completion of the Commencement ceremony, guests are directed to meet graduates outside of the entrance to the Convocation Center. **ALL GUESTS ARE ASKED TO WAIT OUTSIDE IN ORDER TO AVOID CONFUSION. THANK YOU!**

## PARKING

Parking is available on campus parking lots except Faculty Lot C and any 24 hour reserved spaces. (info may change).

A shuttle will be provided from south campus to Convocation Center.

### NOTE:

You may be sent other important information through the U.S. mail. Please check Banner Web and verify that the Registrar's office has your current local and permanent mailing addresses, phone numbers and parent contact information.

## HOTEL ACCOMODATIONS

**Xavier University Commencement Group**  
Reduced Rate Booking - through Monday, 4/10

**Holiday Inn Superdome (May -12-15)**  
330 Loyola Avenue.  
(504)581-1600 ext 4200  
\$115 Single-quad Standard

**Xavier University Commencement Group**  
Reduced Rate Booking - through Monday, 4/24

**Hyatt House New Orleans Downtown (May 11-14)**  
1250 Poydras Street  
1 (888)492-8847 or 1 (866)974-9288  
(504) 648-3119 ext 5104  
[http://neworleansdowntown.house.hyatt.com/en/hotel/home.html?corp\\_id=G-XAVI](http://neworleansdowntown.house.hyatt.com/en/hotel/home.html?corp_id=G-XAVI)  
\$119.00 Standard/Double  
\$119.00 Studio King (Additional \$25 per person)

**Xavier University Commencement Group**  
Reduced Rate Booking - through Wednesday, 4/12

**Hyatt Regency New Orleans (May 11-14)**  
601 Loyola Avenue  
(504) 561-1234  
\$129.00 Single/Double  
\$129.00 Triple/Quadruple

**Xavier University Commencement Group**  
Reduced Rate Booking - through Wednesday, 4/12  
Reference # M-8CZL5VW

**Courtyard Marriott New Orleans/  
French Quarter/Iberville (May 12-14)**  
910 Iberville Street  
1 (800) 321-2211 or (504) 523-2400  
\$189.00 Standard

**Courtyard Marriott Metairie**  
2 Galleria Blvd  
Metairie, LA  
(504) 838-3800  
\$129.00 Standard