

# FALL COMMENCEMENT

Friday, December 18, 2009

## COMMENCEMENT INFORMATION: ([www.lsu.edu/commencement](http://www.lsu.edu/commencement))

### Candidates Not Attending Commencement Day

Pick-Up Diploma: **8:30 a.m.-4:30 p.m., December 21, 22 & 23, then again January 4, 2010**

Location: Office of the University Registrar, Room 112 Thomas Boyd Hall

Mail Diploma: Fax (225/578-5991) or email ([registrar@lsu.edu](mailto:registrar@lsu.edu)) your full name and mailing address to the Office of the University Registrar. Diplomas will be **mailed out on or near January 15** only if a written request has been submitted and received.

### Caps, Gowns

All degree candidates are expected to wear caps and gowns. The cap tassel should be suspended over the left front of the cap. Students receiving a bachelor's or a master's degree should contact the LSU Bookstore for information on the purchase of the cap and gown. Doctoral degree candidates should contact the LSU Bookstore for the deadline date for renting or purchasing a doctoral cap & gown. Doctoral degree candidates should not purchase or rent the doctoral hood. The hood will be presented at the ceremony.

Contact: LSU Bookstore Customer Service desk 225/578-7412

### Disabled Graduates & Guests

Disabled graduates: Contact your dean's office to arrange for accommodations at the diploma ceremony.

Parking Passes: Graduates or guests who have disabled license plates/placards or who are unable to walk long distances due to a disability will need to secure a parking pass. This pass is required to park in an area or parking lot designated for persons with special needs.

Contact: Parking, Traffic, & Transportation 225/578-5006

Sign Language: Sign language interpreting services must be requested for the college diploma ceremony. Communication arrangements must be made at least one week in advance of commencement.

Contact: Disability Services 225/578-5919 or 225/578-2600 (TTY).

Special Seating: Special seating is available for guests who use a wheelchair and for guests unable to walk long distances or climb stairs. Due to limited space, guests with disabilities are permitted to have only one nondisabled person sit with them in the designated area.

Other: If other special accommodations are needed, requests should be made at least one week in advance of commencement

Contact: Disability Services 225/578-5919 or 225/578-2600 (TTY)

### Family Educational Rights & Privacy Act of 1974 (Buckley Hold)

Students with a hold on their records should be aware that their name will be withheld from any commencement publications (e.g., commencement programs, web) and news releases (e.g., newspapers). Also, your name and home mailing address will not be given to the commencement ceremony photographer. If you would like to reconsider the decision you have made, submit a written request to the Office of the University Registrar, Room 112 Thomas Boyd Hall by November 25.

### Financial Obligations

All fees, fines and other financial obligations should be paid before December 14. Your diploma cannot be released until all obligations have been met.

Contact: Bursar Operations 225/578-3357

Room 125 Thomas Boyd Hall

### Invitations/Announcements

Orders will be taken September 15-November 13. Your order will be shipped approximately three weeks after the order has been made.

Balfour orders:

- credit card orders: 1-866-225-3687
- fax orders: 1-800-278-2612
- web orders: [www.balfour.com](http://www.balfour.com)
- mail orders: check or money order - Balfour, 7101-A Intermodal Dr., Louisville, KY 40258

LSU Bookstore orders:

- Customer service: 225/578-7412

### LSU Alumni Association

Lod Cook Alumni Center 225/578-3838 [www.lsualumni.org](http://www.lsualumni.org)  
3838 West Lakeshore Dr.  
Baton Rouge, LA 70808

### Photographs

Photographs will be made at the diploma ceremony. Proofs will be mailed to your **Home Mailing** address within two weeks after commencement. If needed, use PAWS to update your address.

Contact: Graduation Photos 225/767-2789

Hours: Monday-Friday 1:00-5:00 p.m.

### Senior Celebration

Date:	September 15	September 16
Time:	10:00 a.m.-5:00 p.m.	10:00 a.m.-4:00 p.m.
Location:	Lod Cook Alumni Center	Lod Cook Alumni Center

### Student Aid

Prior to graduating, students who borrow through the Federal Stafford Loan Program must complete an online "**Exit Counseling**" session at <https://studentloantransitionguide.usafunds.org>.

Contact: Undergraduate Admissions & Student Aid 225/578-3103 [financialaid@lsu.edu](mailto:financialaid@lsu.edu)

### Videotapes:

Videotapes will be made at the main ceremony. A printable order form is available on the commencement web site.

Contact: Digital Video 225/578-2288