

Logan University Commencement Procedures

Congratulations! Our records indicate that you are on track for graduation after the successful completion of your Summer 2019 coursework.

Commencement Ceremony
August 24, 2019 at 10:00 a.m.
The Purser Center at Logan University

There are many things to do before participating in the Commencement Ceremony and graduating from Logan University. Please follow the instructions listed below:

1. GRADUATION APPLICATION

- **All Students** must complete the Graduation Application form attached and e-mail to Registrar@logan.edu, or Fax to 636-207-2431.
- Deadline for the Graduation Application is **Monday, July 29, 2019**.
- Once the application has been submitted, you are now considered a candidate for graduation. However no degree will be granted until all academic requirements have been met.

2. ORDER ACADEMIC REGALIA (If you are planning to attend the ceremony)

- Order Academic Regalia (cap and gown) before **Sunday, July 28, 2019**.
- Visit www.herffjones.com/college/logan to order Regalia. There is no fee for the academic regalia.
- Have your regalia mailed to your home, which will arrive approximately 2 weeks after placing an online order.
- Graduation announcements may also be ordered through the Herff Jones Website, and they take approximately 3 weeks to arrive.
- Academic Hoods are distributed prior to the beginning of the Commencement Ceremony and will not be delivered with the regalia to your home.

3. CLEAR FINANCIAL HOLDS/BALANCES

- Clear outstanding balances, locker checkout, library materials or fines, or other issues by contacting the Offices of the Bursar, Financial Aid Exit Interview, Student Affairs and the Learning Resource Center.
- Failure to do so will result in a **HOLD** placed on your academic transcript/diploma until the requirements have been satisfied.
- Link to Direct Loan Exit Counseling: <https://studentloans.gov/myDirectLoan/index.action>
- Link to Perkins Loan Exit Counseling: <https://www.mappingyourfuture.org/>

4. COLLEGE OF HEALTH SCIENCES

- Commencement Ceremony participation for the College of Health Science candidates is optional.
- All candidates must complete steps 1 and 3 listed above in order to graduate, regardless of their participation in the ceremony.
- Diplomas will be mailed approximately three weeks after the processing of final grades.

5. COLLEGE OF CHIROPRACTIC

- All College of Chiropractic candidates are required to attend the Commencement Ceremony for degree conferral and administration of the Chiropractic Oath.
- Candidates will receive their diploma at the conclusion of the ceremony.
- College of Chiropractic candidates also have the opportunity to apply for Logan Legacy status and have a Guest Hooder. Guidelines and applications are accessed by visiting logan.edu/graduation.
- For candidates requiring forms and documentation for state licensing requirements, a transcript request should be submitted to the Office of the Registrar. The form is located on Logan's website at <https://www.logan.edu/academics/registrar>.
- State Board Requirements: <http://directory.fclb.org/LicensingBoards/US.aspx>

6. AWARDS CEREMONY

- Commencement activities are comprised of the Awards Breakfast and the Commencement Ceremony, both taking place in The Purser Center on the campus of Logan University.
- The Awards Breakfast is held on Friday, August 23 with breakfast served at 8:00 am and the awards presentation beginning at 9:00 am.
- An electronic invitation (Evite) will be sent to all candidates for the Awards Breakfast and Ceremony. While guests are unlimited, an RSVP is required.
- Event staff will be available onsite at the Purser Center from 10:00-11:30 a.m. to assist with any graduation questions or regalia issues.

7. COMMENCEMENT CEREMONY

- The Commencement Ceremony takes place on Saturday, August 25 with doors to the Walters Auditorium opening at 9:00 am and the ceremony beginning at 10:00 am.
- All candidates are to arrive at 9:00 am to dress in regalia, have a professional photograph taken and receive instructions prior to the ceremony. Arrive at the Purser Center wearing street clothes and bring your regalia with you to dress onsite.
- A reception featuring light hors d'oeuvres will follow immediately after the Commencement Ceremony.
- There are no tickets required for the Commencement Ceremony and no limit to the number of guests that may attend.

8. HOTEL INFORMATION

- A special Logan University rate is arranged at the DoubleTree Hotel Chesterfield. This rate may be used for the nights of August 22, 23, 24 and 25 and features a king room rate of \$104 and a two queen room rate of \$114. Reservations may be made by calling 636-532-5000 and mentioning the Logan University rate or visiting <http://doubletree.hilton.com/en/dt/reservations/index.jhtml?hotel=STLSCDT&corporateCode=560039529>.

QUESTIONS?

Am I eligible to graduate?

Contact: Barbara Nutt, 636-230-1838 barbara.nutt@logan.edu

Have I been cleared by the Office of Financial Aid?

Contact: Laurel Miller, 636-230-1723, laurel.miller@logan.edu
Ashley Nickell, 636-230-1773 ashley.nickell@logan.edu

Do I have a balance on my student account?

Contact: Emily Madden, 636-230-1770 emily.madden@logan.edu

Questions about regalia and announcements?

Contact: Emily Ratliff, 636-230-1881 emily.ratliff@logan.edu
Jen Lewis, 636-230-1867 jennifer.lewis@logan.edu

Need assistance with hotel accommodations, Awards Breakfast or Commencement Ceremony?

Contact: Emily Ratliff, 636-230-1881 emily.ratliff@logan.edu
Jen Lewis, 636-230-1867 jennifer.lewis@logan.edu

Do I have a locker?

Contact: Cheryl Maestas, 636-230-1870 cheryl.maestas@logan.edu

Do I have any library materials or fines?

Contact: Jean Blue, 636-230-1781 jean.blue@logan.edu