

INSTRUCTIONS FOR PARTICIPATION FALL 2014 COMMENCEMENT CEREMONIES

NO PRACTICE SESSION IS SCHEDULED PRIOR TO COMMENCEMENT

- Date and Time:** Saturday, December 13, 2014, 9:30 a.m. & 1:30 p.m.
- Place:** NSU Event Center
1041 N Grand Ave
Tahlequah, Oklahoma
- Order of Colleges:** **9:30 a.m. Ceremony** - Business and Technology, Liberal Arts
1:30 p.m. Ceremony - Education, Science and Health Professions

1. Assembly, Line-up, and Processional for Graduates

Graduates enter the NSU Event Center through the Community Room entrance located at the northeast corner of building. Graduates should arrive one hour prior to their ceremony (8:30 a.m. for 9:30 a.m. ceremony, 12:30 p.m. for 1:30 p.m. ceremony). Do not bring personal belongings to the staging area! Staff will direct graduates to the staging area and line them up for the processional; it takes the full hour to organize graduates for the processional. As the ceremony starts, graduates proceed in two lines to the arena, stay in the two lines as they enter the arena, and process down the middle aisle where ushers will assist with seating. Please remain standing through the national anthem. During the ceremony, listen carefully to the ceremony officials for instructions and follow ushers' directions.

2. Graduates / Guests with Disabilities

If a graduate has a physical disability and needs assistance, he or she should contact Julie Sawyer immediately at (918) 444-2228 so that arrangements can be made for him or her. The day of commencement, these graduates should report to Brenda Bunch in the staging area.

NOTE: Special seating for guests with limited mobility (i.e. walkers, elderly) will be located at the lower level of the arena. Ushers are happy to assist the guest and one companion to this special section. We ask that those with limited mobility remain on the lower level for their safety in case of an emergency evacuation. Accessible seating for guests in wheelchairs is available on the mezzanine level; an elevator is available.

3. Recessional

After the Alma Mater, the mace bearer and platform party will lead the recessional, followed by the faculty and then students. Please wait until the usher releases your row, and then maintain the two lines while exiting the arena. Graduates should plan to meet guests away from the arena exit doors in the lobby or outside, weather permitting.

4. Additional Information and Instructions

a. Caps and Gowns

Caps and gowns are available at the RiverHawk Shoppe along with honor cords.

ALL candidates must wear a cap and gown to participate in the formal graduation exercises.

- Wear your cap straight on your head.
- Do not put anything on the top of your cap. Students who decorate caps will be required to exchange them for an unadorned cap.
- Keep the tassel on the right side and do not change the position of the tassel until directed to do so by the President after all have crossed the stage.
- The only adornment of the graduation gown that is appropriate is the wearing of approved honor cords and stoles.
 - Please do not wear corsages, boutonnieres or other items on the outside of the graduation gown.
 - Students wearing non-approved items will be asked to remove them or not be allowed to participate in the ceremony.
- Please wear appropriate footwear for entering and exiting the stage. You should anticipate walking distances, standing for a period of time, and climbing stairs to the platform for those without mobility concerns.

Do not carry cell phones, cameras, purses, etc. since you will need both hands free.
There is NOT a secure place to leave personal belongings, and you may be relocated to a different seat during the ceremony.

b. Graduation Announcements

Graduation announcements may be obtained from the CB Graduation Announcements/Balfour (cbgrad.com).

c. Name Card/Free Color Proof Card

You may pick up your card in the upper level of the CASE building during finals week at the following times: Monday & Tuesday, 9:00 a.m. to 11:00 a.m.; Wednesday & Thursday, 2:00 p.m. to 4:00 p.m.; Friday, 9:00 a.m. to 2:00 p.m. If you are unable to pick up your card at these times, you may get your card in the staging area in the Event Center when you arrive for line-up. You must present the card to the announcer on the stage to have your name read. The photographer uses the information on the back for identification purposes.

d. Diplomas

After final grades for the semester are recorded, your eligibility for graduation is checked. If you meet all requirements and your account with the university is clear, your diploma will be mailed to the address you listed on your application for graduation. Diplomas for fall graduates will be mailed by the end of March 2015. If there is a concern with your graduation eligibility, you will be notified by NSU email during final degree checks. Please make sure your contact information is correct and continue to monitor your NSU email account.

SPECIAL REMINDER: Please note that course substitutions, grades changes for incompletes, and transcripts of work completed at other schools **MUST BE IN THE OFFICE OF THE REGISTRAR BY JANUARY 9, 2015** for your name to remain on the roster of graduating students for Fall 2014.

A professional photographer will be taking pictures of graduates prior to entering the stage and as the President congratulates you. **There will be no access to the arena floor or stage area for anyone other than graduates and university personnel before, during or after the ceremony.**