



**INSTRUCTIONS
FOR PARTICIPATION
IN THE SPRING 2008
COMMENCEMENT CEREMONY**

**NSU Broken Arrow Campus
Ceremony Monday, May 12, 2008**

- Date and Time:** Monday, May 12th at 7:00 p.m.
- Place:** Union Multipurpose Activity Center
6836 S. Mingo
Tulsa, Oklahoma
- Order of Colleges:** Business and Technology
Education
Liberal Arts
Science and Health Professions

Assembly, Line-up, and Processional for Graduates

The graduates will assemble in the Redskin Room at **6:15 p.m.** near the signs indicating their degrees. Staff will assist graduates in lining up *in alphabetical order*. It will take the full 45 minutes to get graduates ready to proceed at 7:00. The graduates will proceed in two lines down the hallway and separate into two single lines before entering on each side of the auditorium. Ushers will assist in seating the graduates behind the faculty. Please remain standing through the processional and national anthem.

Please do not plan to carry purses, cell phones, etc. since you will need both hands free as you cross the stage. There is not a storage place for purses or other personal belongings.

Students with disabilities who need assistance should contact Janie Polk at 449-6100. These students should arrive 30 minutes early for the ceremony and report to Brenda Bunch.

There will be no recessional after the ceremony.

Family and friends will be seated in the auditorium and should not leave their seats to take pictures.

ADDITIONAL INFORMATION AND INSTRUCTIONS

1. Caps and Gowns

Obtain your cap and gown from the University Bookstore.

The purchase price of graduation apparel for the undergraduate candidate is \$30.00 and master's candidate is \$57.00. Taxes are not included in these prices. The graduation apparel is yours to keep. **The purchase price for undergraduate honor cords is \$15.00 (plus tax) for those graduating Cum Laude, Magna Cum Laude or Summa Cum Laude. Master's honor cords are \$20.00 (plus tax).**

All candidates must wear a cap and gown to participate in the formal graduation Ceremony. Please wear your cap **STRAIGHT on your head** and do not put anything on the top of your cap. Keep the **tassel on the left side**, and do not change the position of the tassel after your degree has been conferred.

The only adornment of the graduation gown that is allowed is the wearing of **approved** honor cords.

2. Hooding of All Master's Degree Candidates

In order to give the master's degree candidates the special recognition they deserve, all candidates will be hooded as they enter the stage. We ask that you carry your hood over your right arm until you are hooded when you go on the stage.

3. **Graduation Announcements**

Obtain these from the University Bookstore.

4. **Name Card/Free Color Proof Card**

This card will be picked up at the commencement ceremony. Please see a commencement representative at the registration table to obtain your card. You must present it to the announcer on the stage to have your name read. The photographer uses the information on the back for identification purposes.

5. **Ladies**

Please wear flat heels at the formal graduation ceremony. It is a long walk from the parking area. Please **do not** wear corsages or any other decorative items on the outside of your gown at the graduation ceremony.

6. **Recognition**

The dean of each college will ask the baccalaureate degree candidates to stand. He/she will then announce that candidates are eligible for conferring of degrees pending check of final grades. Dr. Dalton Bigbee will formally confer degrees. Candidates will then sit down and ushers will direct each row to the stage.

The Dean of the Graduate College will ask the master's degree candidates to stand. The same procedure will be followed as above.

7. **Crossing the Stage**

Candidates will stand, one row at a time, as directed by the ushers. All candidates **face to your right**. Beginning with the first row, you will walk from your seating row across to the first aisle, in single file, and walk to the right of the stage. As you approach the stage, hand your card to the announcer and cross the stage to where the Vice President is standing. Return to the same row and **be seated** in the same seat occupied before. Graduates are expected to be seated for the remainder of the ceremony.

A professional photographer will be taking pictures of each of you as you are congratulated by the Vice President of Academic Affairs. **There will be no access to the stage area for anyone other than graduates.**

8. **Diplomas**

Spring 2008 Graduates - As soon as your final grades for the spring semester are recorded, your eligibility for graduation will be checked. If you meet all requirements and your account with the university is clear, your diploma will be mailed to you in mid-August to the address you gave when you applied for graduation.

Summer 2008 Graduates - As soon as your final grades for the summer semester are recorded, your eligibility for graduation will be checked. If you meet all requirements and your account with the university is clear, your diploma will be mailed to you in mid-October to the address you gave when you applied for graduation.

9. **Special Reminder**

Spring 2008 Graduates - Please note that grades for correspondence, incompletes, and transcripts of work completed at other schools **MUST BE IN THE OFFICE OF ADMISSIONS AND RECORDS BY MAY 23, 2008**, for your name to remain on the roster of graduating students for Spring 2008.

Summer 2008 Graduates - Please note that grades for correspondence, incompletes, and transcripts of work completed at other schools **MUST BE IN THE OFFICE OF ADMISSIONS AND RECORDS BY August 14, 2008**, for your name to remain on the roster of graduating students for Summer 2008.