

**Instructions For Participation**  
**Fall 2024 Commencement Ceremonies**  
**For Bachelor's And Master's Degree Candidates**  
**NSU Event Center – Tahlequah**  
**December 14, 2024**

*Arrive one hour before ceremony - no practice session is scheduled prior to commencement*

**Place:** NSU Event Center  
1041 N Grand Ave  
Tahlequah, Oklahoma

**Ceremony Start Times:** **December 14, 9:30 a.m. Ceremony** – Education & Liberal Arts  
**December 14, 1:30 p.m. Ceremony** – Business and Technology & Science and Health Professions

**Live Streaming:** NSU will live stream the commencement ceremonies so family and friends can still be involved. Information about live streaming will be available at <https://www.nsuok.edu/Commencement> the week of the ceremony.

**Photography:** A professional photographer will be taking pictures of graduates prior to entering the stage and as students shake hands with the President. Students will be asked to pre-register prior to commencement day. Please be checking your email regularly.

***There will be no access to the arena floor or stage area for anyone other than graduates and university personnel.***

**Accommodations:**

**Graduates with Special Needs**

- If you need special assistance, please contact Alexis Harris at [harri130@nsuok.edu](mailto:harri130@nsuok.edu) no later than Monday, December 2nd, 2024, so that arrangements may be made.

**Guests with Special Needs**

- An elevator is available to transport guests in wheelchairs to accessible seating on the mezzanine level. Seats for those accompanying guests in wheelchairs are available. For those with limited mobility (i.e. walkers, canes, elderly) seating is available on the ground floor through the main glass doors in the center of the arena. Each limited mobility guest may be accompanied by 1 other guest.

**Ceremony Flow:**

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

- Arrive one hour prior to ceremony
  - Saturday, December 14
    - **8:30 a.m.** for the 9:30 a.m. ceremony
    - **12:30 p.m.** for the 1:30 p.m. ceremony
- Enter the NSU Event Center through the Community Building (NE corner of the building).
- Staff will group students by college and level (bachelors/masters).
- You will proceed in two lines to the arena and remain in line as you enter the arena and proceed down the middle aisle where ushers will assist with seating.

- Listen carefully to officials for instructions and follow ushers' directions throughout the ceremony.
- You will be directed to stand during the National Anthem at the beginning of the ceremony and the Alma Mater near the end of the ceremony. Listen for these cues.

## 2. 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 follow instructions to exit the arena.
- Faculty and graduates will be led back through the staging area and exit the community building.
- **Plan to meet your guests outside, away from the event center doors, to make room for others exiting the building.**

## 3. Refer to the [NSU Commencement Dress & Conduct Guidelines](#) for additional information and instructions

### a. Caps and Gowns

- Caps, gowns, and honor cords are available at the RiverHawk Shoppe.
- 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.
- Please wear appropriate footwear. You should anticipate walking distances, standing for a period of time, and navigating ramps.

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

### b. Graduation Announcements

Graduation announcements may be ordered through Herff Jones (<https://colleges.herffjones.com/college/nestate/>).

### c. Name Card

Name cards will be distributed at the staging area in the Event Center when you arrive for line-up. The photographer uses the information on the back for identification purposes. You must present the card to the announcer to have your name read.

### d. Diplomas

After final grades for the semester are recorded, your eligibility for graduation will be checked. If you meet all requirements and you are in good standing with the university, your diploma will be mailed to the address you listed on your application for graduation. If there is a concern with your graduation eligibility, you will be notified via your **NSU email** following final degree verification. Please make sure your contact information is correct and continue to monitor your **NSU email account**.

**SPECIAL REMINDER:** Please note that course substitutions, grade changes for incompletes, and transcripts of work completed at other schools **MUST BE IN THE OFFICE OF THE REGISTRAR BY DECEMBER 27TH, 2024**, for your name to remain on the roster of graduating students for Fall 2024.

All three NSU campuses will be closed December 19<sup>th</sup>-January 1<sup>st</sup>. Because of this, we will begin the degree conferral process after campus is opened in January 2025.