

**Instructions For Participation**  
**Spring 2025 Commencement Ceremonies**  
**NSU Broken Arrow – Mabee Center**  
**May 12, 2025**

- Place:** ORU Mabee Center  
7777 S Lewis Ave  
Tulsa, Oklahoma
- Ceremony Start Time:** Monday, May 12, 2025, 6:30 p.m. (***Arrive one hour before ceremony - no practice session is scheduled prior to commencement***)
- Order of Colleges:** Business and Technology  
Education  
Liberal Arts  
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> prior to 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 are asked to pre-register by using the QR code below.

Genesee Photo Systems - 405.624.1002  
www.geneseephoto.com



Scan QR code to pre-register  
for Graduation Images

**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, April 28, 2025, so that arrangements may be made.

**Guests with Special Needs**

- Guests with disabilities will enter the North Lobby. Mabee Center ushers will provide assistance and direct guests to a reserved seating area.

**Ceremony Flow:**

**1. Arrival & Participation**

- Arrive by **5:30 p.m., one hour prior to ceremony start time**. Plan for possible traffic and parking delays. Mabee Center directions and parking information can be found at: <https://mabeecenter.com/visit/directions-parking/>
- Enter the Mabee Center through the **south** entrance.

- You will be directed to the practice gym where staff will group students by college and level (bachelors/masters).
- Listen carefully to officials for instructions and follow your 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

- There will be no recessional. After the Alma Mater, a platform party member will dismiss the guests.
- Plan to meet your guests outside, away from the 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

- Delivery to your home is available through the Herff Jones website (<https://colleges.herffjones.com/college/nestate/>) until 4/14/25. If you miss the deadline or prefer to purchase in person, you may do so at either NSU Campus Bookstore beginning 3/24/25. They will be selling caps, gowns, and honor cords.
- 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 when you check in. The photographer uses the information on the back for identification purposes. 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**. **If you do not meet degree requirements for the semester in which you applied for graduation, you will need to reapply for graduation for the semester in which you complete all degree requirements.** Please make sure your contact information is correct and continue to monitor your **NSU email**.

**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 MAY 23, 2025** for your name to remain on the roster of graduating students for Spring 2025. The deadline for Summer 2025 is **August 28, 2024**.