

INSTRUCTIONS FOR PARTICIPATION SPRING 2019 COMMENCEMENT CEREMONIES NSU BROKEN ARROW

NO PRACTICE SESSION IS SCHEDULED PRIOR TO COMMENCEMENT

Date and Time: Monday, May 13, 2019, 7:00 p.m.

Place: ORU Mabee Center
7777 S Lewis Ave
Tulsa, Oklahoma

Order of Colleges: Business and Technology
Education
Liberal Arts
Science and Health Professions

Live Streaming Guests who are not able to attend can watch the ceremonies live on NSU's website at www.nsuok.edu/commencement.

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

Graduates enter the facility at the south entrance. Plan to assemble in the practice gym at **6:00 p.m.** near the signs indicating your degree. **Arrive early** and plan on possible parking delays. Staff will assist graduates in locating the staging area and lining up for the processional; it will take the full hour to get graduates ready to proceed at 7:00 p.m. As the ceremony starts, graduates proceed in two lines to the arena, remain in the two lines as they enter the arena, and proceed 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 graduate instructions and follow ushers' directions. Mabee Center directions and parking information can be found at: <https://mabeecenter.com/visit/directions-parking/>

2. **Graduates / Guests with Disabilities**

- **Graduates** with a physical disability who will need assistance must contact Brenda Bunch at bunch@nsuok.edu no later than May 6, 2018 so that arrangements may be made. Please arrive by 6:30 p.m. at the Southeast door where a commencement volunteer will meet you.
- **Guests** with disabilities will enter the North Lobby. Mabee Center ushers will provide assistance and direct guests to a reserved seating area.

3. **Recessional**

There will be no recessional. Please be careful when leaving the Mabee Center and during your travels.

4. **Refer to the [NSU Commencement Dress & Conduct Guidelines](#) for additional Information and Instructions**

a. **Caps and Gowns**

- Caps and gowns are available at the RiverHawk Shoppe along with 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 climbing stairs.

There is NOT a secure place to leave personal belongings, and you may be relocated 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 CB Graduation Announcements/Balfour (cbgrad.com).

c. Name Card/Free Color Proof Card

Name cards will be distributed at the Mabee 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 your final grades for the 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 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: Course substitutions, grade changes for incompletes, and transcripts of work completed at other schools **MUST BE IN THE OFFICE OF THE REGISTRAR BY MAY 31, 2019**, for your name to remain on the roster of graduating students for Spring 2019. The deadline for graduating students for Summer 2019 is **August 31, 2019**.

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.**