



## INSTRUCTIONS FOR PARTICIPATION IN THE SPRING 2008 COMMENCEMENT CEREMONY

**NSU Tahlequah Campus Ceremony  
Saturday, May 10, 2008**

**Graduates will assemble at the walking track just north of the stadium.**

**NO PRACTICE SESSION IS SCHEDULED PRIOR TO COMMENCEMENT**

The formal graduation ceremony will be held Saturday, May 10, 2008 at 9:00 a.m. and 12:00 noon at Doc Wadley Stadium at Gable Field. In case of rain, see special instructions, below.

The participants in the Spring 2008 commencement ceremony will be seated on the football field. This includes stage dignitaries, faculty, graduates, NSU band members and choral ensemble.

**There will be NO access to the football field for anyone other than graduates, and individuals with physical disabilities. (One person will be allowed to assist each disabled person.) Everyone else will be seated in the stands and must remain there during the ceremony.**

1. Ceremony Times and Participants

Graduates will attend at the time scheduled for the college that awards their degree.

**Examples:** BS in Math Education will attend with the College of Science and Health Professions at 9:00 a.m. and BGS in General Studies attends with the College of Liberal Arts at 12:00 noon.

9:00 a.m. College of Education (including Psychology)  
College of Science and Health Professions (including Speech/Language Pathology)  
College of Optometry

12:00 noon College of Business and Technology  
College of Liberal Arts (including General Studies)

## **REMINDER FOR FAMILY OF 12:00 GRADUATES**

There will be plenty of seats in the stands since we had a fall ceremony and are having two sessions in the spring. In order to avoid a traffic flow problem, **please do not arrive at Gable Field before 11:15 a.m.** This will allow the crowd from the 9:00 ceremony to clear out before you get to the stadium.

2. **Assembly Area**

Assemble in the track area just north of the football field no later than 8:30 a.m. (9:00 ceremony) or 11:30 a.m. (12:00 ceremony). PLEASE BE ON TIME. THE LINE UP FOR BEGINNING THE CEREMONY WILL TAKE THE FULL 30 MINUTES.

Graduates are counted by row as they march onto the field. If you should arrive late, after your group enters the field, please report to the southwest gate of the football field. Latecomers will be seated on the field after all other graduates are seated.

3. **Line-Up of Candidates**

Form a single line by two's behind the signs indicating your degree.

For example:

- a. Undergraduate Degrees - all bachelors
- b. Masters Degrees - Graduate College
- c. Doctor of Optometry Degrees

**You will have to line up in alphabetical order by degree.**

4. **Processional**

Each line will proceed to the chairs set up on the field. Please do not plan to carry purses, cell phones, etc. since you will need both hands free as you cross the stage.

5. **Seating of Candidates**

The candidates will march across the field and to the back of the chairs. You will continue down the middle aisle in a double line to be seated. Ushers will direct the seating arrangement.

Remain standing through the processional and national anthem.

6. **Students with Disabilities**

If you have a disability and need assistance, please let us know immediately so that arrangements may be made for you. It is very important that you arrive 15 minutes earlier than your scheduled arrival time and report to Brenda Bunch.

7. **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. Bigbee, Vice President for Academic Affairs, 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.

8. 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 climb the steps to the stage, hand your card to the announcer and cross the stage to the left side. 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. **There will be no access to the stage area for anyone other than graduates.**

9. Leaving the Stadium

There will be no recessional. To eliminate congestion it is suggested that after the ceremony the candidates who came in on the south side proceed out under the stadium on the south side. The candidates who came in on the north side proceed out under the stadium on the north side.

## **ADDITIONAL INFORMATION AND INSTRUCTIONS**

1. **Caps and Gowns**

Obtain your cap and gown from the University Bookstore at your convenience. The Bookstore will also be open from 8:00 a.m. until 12:00 noon on Saturday, May 10.

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 right 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 in Tahlequah 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. **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.

7. **Audience Seating for Persons with Disabilities**

There will be a designated area at the southwest corner of the football field for seating disabled guests. Because limited space is available, only one family member may accompany a disabled person into this area.

8. **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.

## Special Instructions

In the event of rain, the graduation ceremony will be split into three groups and held in Jack Dobbins Field House.

THE TIMES AND ORDER OF COMMENCEMENT CEREMONIES  
WILL CHANGE  
DUE TO THE SEATING CAPACITY OF THE FIELD HOUSE

The front page of the NSU website will have the earliest weather information and can be reached at [www.nsuok.edu](http://www.nsuok.edu). Also, a message will be placed on the campus telephone system which can be reached by calling (918) 456-5511. Announcements will be made over the Tulsa, Muskogee and Tahlequah radio stations. Listen to the local radio station, KEOK-KTLQ at 1350 AM or 101.7 FM on the morning of commencement for information in the event of threatening weather.

If announcements are made, graduates should report to the Jack Dobbins Field House at the time the college awarding their degrees is scheduled. **EACH GRADUATE WILL BE ALLOWED FOUR FAMILY/FRIENDS IN THE FIELD HOUSE AND THEY MUST ENTER WITH THE GRADUATE USING THE CORRESPONDING DOOR AS FOLLOWS:**

<u>Last Name</u>	<u>Door to Enter</u>
A-G	Front Entrance of Field House
H-N	East Side Door
O-Z	North Gym Entrance

The graduates will gather in the North Gym to line up thirty minutes before the starting time. Other family/friends can watch the ceremony on a big screen in the Net Auditorium.

10:00 a.m.	College of Education College of Optometry
12:30 p.m.	College of Liberal Arts College of Science and Health Professions
2:30 p.m.	College of Business and Technology

During the processional, ushers will assist in directing the students to their seats. The rest of the ceremony will be carried out as planned for the football field. Ushers will assist in directing the students across the stage. **Please remember, seating in the Field House will be limited to four guests per graduate if the ceremonies are moved inside.** Seating for additional guests will be in the Net Auditorium where the ceremony will be projected live on a big screen.