

**INSTRUCTIONS FOR PARTICIPATION
SPRING 2021 COMMENCEMENT CEREMONIES
NSU EVENT CENTER – TAHLEQUAH
May 7-8, 2021**

NO PRACTICE SESSION IS SCHEDULED PRIOR TO COMMENCEMENT

PLEASE READ:

All ceremonies will be held indoors, and masks will be required. Among other safety protocols in place during the ceremonies, the facilities will be cleaned and sanitized between ceremonies to help protect guests and the NSU family.

Graduates may have two guests attend their ceremony. Limiting guests to two per graduate will provide adequate space to ensure social distancing. Graduating students will need to order their tickets in advance by preregistering their two invited guests. Details outlining the preregistration process will be posted on the [Commencement website](#) by April 15.

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.aspx> the week of the ceremony. Commencement videos will also be available upon completion of captioning.

A professional photographer will be taking pictures of graduates prior to entering the arena 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.**

Accommodations:

Graduates with Special Needs

- If you need special assistance, please contact Kristen Keyser at keyser@nsuok.edu no later than May 3, 2021, so that arrangements may be made.

Guests with Special Needs

- An elevator is available to transport guests with limited mobility (i.e. walkers, canes, elderly) and guests in wheelchairs to accessible seating on the mezzanine level. Seats for those accompanying guests in wheelchairs are available.

Place: NSU Event Center
1041 N Grand Ave
Tahlequah, Oklahoma 74464

Ceremony Start Times

- Friday, May 7
3:00 p.m. – College of Education
7:00 p.m. – Masters Graduates (all colleges) and Oklahoma College of Optometry
- Saturday, May 8
9:00 a.m. – College of Business and Technology
1:00 p.m. – College of Liberal Arts
5:00 p.m. – Gregg Wadley College of Science and Health Professions

Ceremony Flow

1. Arrival & Participation

- Arrive one hour prior to ceremony
 - FRIDAY
 - **2:00 p.m.** for the 3:00 p.m. ceremony
 - **6:00 p.m.** for the 7:00 p.m. ceremony
 - SATURDAY
 - **8:00 a.m.** for the 9:00 a.m. ceremony
 - **12:00 p.m.** for the 1:00 p.m. ceremony
 - **4:00 p.m.** for the 5:00 p.m. ceremony
- Enter the NSU Event Center through the main lobby on the east side of the building.
- You will have your picture taken by professional photographers as you arrive.
- You will then be directed to your seat in the arena. You will return to the same seat after being recognized on the stage and your picture with the President.
- 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 ceremony opening and Alma Mater near the end of the ceremony. Listen for these cues.

2. Recessional

- After the Alma Mater, ushers will dismiss students by rows.
- Please wait until the usher releases your row, and follow instructions to exit the arena.
- **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 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 navigating ramps.

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 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 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: 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 24, 2021**, for your name to remain on the roster of graduating students for Spring 2021. The deadline for Summer 2021 is **August 30, 2021**.