



**NORTHWESTERN STATE UNIVERSITY  
CANDIDATES FOR GRADUATION  
Fall 2018**



Congratulations as you near completion of your degree from Northwestern State University. Northwestern has scheduled two ceremonies for fall on Friday, December 14, 2018. Please carefully read the following information to determine important dates and times for all activities.

**FALL 2018 CANDIDATES  
IMPORTANT DATES**

**October 1, 2018**

**Application Deadline:** The deadline for undergraduate and graduate students to apply for fall 2018 graduation is October 1, 2018.

**How to Apply to Graduate:** Click on “How to Apply to Graduate” at <http://registrar.nsula.edu/assets/Uploads/HOW-TO-APPLY-TO-GRADUATE.pdf> for instructions for logging into your secure account to complete the application.

**Application for Graduation:** Log into your secure account through myNSU at <https://my.nsula.edu>. Click on the **Connect** icon and from the student menu, select “Apply to Graduate” and follow the instructions.

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**November 8, 2018**

**Graduate School:** The deadline for paper defenses for Graduate School candidates graduating in the fall 2018 semester is Thursday, November 8, 2018.

**November 30, 2018**

**Attendance:** Participation in commencement on December 14, 2018, is mandatory for fall graduates. If a problem arises and you are unable to attend, notify the University Registrar's Office in writing no later than **November 30, 2018**. Please list your full name, campus wide ID number or social security number, the address to which you want your diploma mailed, and sign your statement. Mail or fax the notice to the University Registrar's Office. Contact information is listed below. A [form letter](#) is included with this information for your convenience.

**Graduate School:** The deadline for **graduate students** for submission of theses, papers in lieu of thesis, comps reports, and transfer credits is 12:00 noon on **November 30, 2018**. All documentation must be received by this date or your name will be removed from the list of degree candidates and you must reapply for graduation.

Northwestern State University of Louisiana  
University Registrar's Office  
Natchitoches, LA 71497

Telephone (318) 357-6171 or 1-800-807-8849

FAX (318) 357-5823

## COMMENCEMENT EXERCISES

Fall 2018 commencement exercises will be held Friday, December 14, 2018, in Prather Coliseum at the times listed below. You must report **promptly** at the times and places listed. *There is no practice for commencement.*

**PLEASE NOTE:** The appearance of a name in the commencement program is presumptive evidence of graduation, but it is **not** regarded as conclusive. It is impossible to have an official commencement program since the program must be printed before candidates' applications for a degree can be officially verified. Therefore, a name listed in the commencement program and the participation in the commencement ceremony do not guarantee the awarding of a degree. The official Northwestern State University transcript, sealed and signed by the University Registrar, is documented evidence of the student's permanent academic record and the student's possession of degree(s) awarded by NSU.

**FRIDAY, DECEMBER 14, 2018**

**9:00 AM THE FOLLOWING COLLEGES MEET AT PRATHER COLISEUM TO LINE UP FOR THE 10:00 AM CEREMONY:**

### **College of Arts and Sciences - Graduate Degrees**

- MA** – Art, English
- MM** – Music
- MS** – Homeland Security

### **Gallaspy Family College of Education & Human Development --Graduate Degrees**

- MA** – Adult Learning & Development, Counseling, Student Affairs in Higher Education
- MAT** – Early Childhood Education Grades PK-3, Elementary Education Grades 1-5, Elementary Education and Special Education Mild/Moderate Grades 1-5, Middle School Education Grades 4-8, Middle School Education and Special Education Mild/Moderate Grades 4-8, Secondary Education Grades 6-12, Secondary Education and Special Education Mild/Moderate Grades 6-12
- MED** – Curriculum and Instruction, Early Childhood Education, Educational Leadership, Educational Technology Leadership, Special Education
- MS** – Health and Human Performance, Psychology
- EDS** – Educational Leadership and Instruction

### **Louisiana Scholars' College – Bachelor Degrees**

- BA** – Communication, Criminal Justice, English, History, Liberal Arts, Theatre
- BFA** – Fine & Graphic Arts
- BM** – Bachelor of Music
- BME** – Bachelor of Music Education
- BS** – Accounting, Biology, Business Administration, Computer Information Systems, Electronic Engineering Technology, Elementary Education, Health and Exercise Science, Industrial Engineering Technology, Psychology, Secondary Education and Teaching, Unified Public Safety Administration

### **College of Arts and Sciences – Bachelor and Associate Degrees**

- BA** – English, Communication, Criminal Justice, History, Liberal Arts, Organizational Leadership
- BFA** – Fine and Graphic Arts

- BM** – Music
- BS** – Biology, Mathematics, Physical Sciences, Theatre,  
Unified Public Safety Administration
- AA** – Associate of Arts
- AD** – Veterinary Technology

**Gallaspy Family College of Education & Human Development – Bachelor Degrees**

- BME** – Music Education
- BS** – Addiction Studies, Early Childhood Education, Elementary Education,  
Family & Consumer Sciences, Health and Exercise Science,  
Health and Physical Education, Psychology, Secondary Education and Teaching
- BSW** – Social Work

**10:00 AM Commencement ceremony begins for the colleges listed above.**

Graduate School: College of Arts and Sciences  
Gallaspy Family College of Education & Human Development  
Louisiana Scholars' College – Bachelor Degrees  
College of Arts and Sciences – Bachelor and Associate Degrees  
Gallaspy Family College of Education & Human Development – Bachelor Degrees

**2:00 PM THE FOLLOWING COLLEGES MEET AT PRATHER COLISEUM TO LINE UP FOR THE 3:00 PM CEREMONY:**

**College of Nursing and School of Allied Health - Graduate Degrees**

- DNP**- Doctor of Nursing Practice
- MS** – Radiologic Sciences
- MSN** – Master of Science in Nursing

**College of Arts and Sciences – Bachelor and Associate Degrees**

- BGS** – Bachelor of General Studies
- AGS** – Associate of General Studies

**College of Business and Technology – Bachelor Degrees**

- BS** – Accounting, Business Administration, Computer Information Systems,  
Electronic Engineering Technology, Hospitality Management & Tourism,  
Industrial Engineering Technology
- AS**- Engineering Technology

**College of Nursing and School of Allied Health – Bachelor and Associate Degrees**

- BAS** – Allied Health
- BS** – Radiologic Sciences
- BSN** – Bachelor of Science in Nursing
- ASN** – Associate of Science in Nursing

**3:00 PM Commencement ceremony for the colleges listed above:**

Graduate School – College of Nursing and School of Allied Health  
College of Arts and Sciences --Bachelor and Associate Degrees  
College of Business and Technology – Bachelor Degrees  
College of Nursing and Allied Health – Bachelor and Associate Degrees

**College Recognition Ceremonies:** Some colleges will be holding individual recognition ceremonies and/or receptions on the day of commencement. Each college will send you information about their activities. You should contact your major college for additional information.

## GRAD FEST

The NSU Alumni Association and the University Bookstore will be hosting Grad Fest on September 25, 2018, from 10:00 a.m. until 4:00 p.m. in the Student Union Ballroom. During this special one-day event you will be able to order your announcements and class ring, as well as take advantage of other events.

## APPLY FOR GRADUATION

The deadline for undergraduate and graduate students to apply for fall 2018 graduation is October 1, 2018.

Click on “How to Apply to Graduate” at <http://registrar.nsula.edu/assets/Uploads/HOW-TO-APPLY-TO-GRADUATE.pdf> for instructions for logging into your secure account to complete the application. Log into your secure account through myNSU at <https://my.nsula.edu>. Click on the **Connect** icon and from the student menu, select “Apply to Graduate” and follow the instructions.

## ACADEMIC ATTIRE

All candidates participating in the commencement exercises must be in appropriate academic attire. You can order your cap and gown online directly from Herff Jones at <https://collegegrad.herffjones.com>. The bookstore will be open the day of commencement.

Graduates receiving associate and bachelor degrees will also purchase college honor cords. These will be given to you when you receive your cap and gown.

The hoods of the candidates for advanced Northwestern State University degrees (Masters, Specialists, and Doctoral) are lined with the colors of the University, purple and white. The colors of the edging of hoods and tassels of the mortarboards are representative of the degree as follows:

Arts, Letters, and Humanities	White
Education	Baby Blue
Music	Pink
Nursing	Apricot
Science	Golden

## DRESS FOR COMMENCEMENT

Women should wear black dresses or pants and black shoes (**heels higher than 3 inches are not allowed on the coliseum floor**). Men should wear black suits or black trousers, black shoes, dark ties, and white shirts.

## IMPORTANT NOTES:

- Heels higher than 3 inches are not allowed on the coliseum floor.
- The Phi Kappa Phi medallion, Blue Key and Purple Jackets honor cords, honor medallions, honor stoles, and academic honor cords are the only items that you are authorized to wear on your gown.

## COMMENCEMENT INVITATIONS

Commencement invitations may be purchased through the campus bookstore (318-357-4473) or directly from Jostens online at <http://college.jostens.com>. **PLEASE MAKE SURE YOU SPECIFY THE CORRECT COLLEGE YOU ARE IN WHEN ORDERING INVITATIONS.** If you are unsure of your college, please check the list on the previous two pages under [Commencement Exercises](#), or you may contact the University Registrar’s Office.

## SPECIAL HONORS

All undergraduate bachelor degree candidates who meet the criteria for special honors will be given a medallion when they report to the coliseum for their ceremony.

## PHI KAPPA PHI

All members of the fraternity may wear the Phi Kappa Phi medallion presented to them at initiation. Please bring your medallion with you to the ceremony. (Note: Phi Kappa Phi is a national honor society. Members will be listed in the commencement program. Membership in Phi Kappa Phi does not signify graduation with special honors.)

## COLISEUM DIAGRAM

**Coliseum Diagrams:** Please refer to the following diagrams of Prather Coliseum to determine where your college lines up for the processional in the concourse areas, where your college will be seated on the coliseum floor, and the directional arrows for the stage presentation. Please keep this information for future reference and review before the ceremony.

## DIPLOMAS

Students who have met all degree requirements will receive their diploma immediately after the ceremony in the concourse area. Thank you for your cooperation, patience, and understanding. Our office wants to wish you success in your future endeavors.

**Note:** If you do not participate in the commencement ceremony, you must send a letter to the University Registrar's Office stating that you will not attend. The letter must include your name, campus wide ID number or social security number, signature, and mailing address for your diploma ([a form letter is included with this information for your convenience](#)).

## COMMENCEMENT VIDEO

NSU TV at Northwestern State University will professionally record the ceremony and produce a DVD. Do not miss a single minute of this ceremony that recognizes your academic achievements. Go to <https://commerce.cashnet.com/PRESSWEB> to complete the order form and submit your online payment. NSU accepts Visa, MasterCard, American Express, and Discover. Please call (318) 357-4417 or (318) 357-6588 with any questions.

**Note:** If you are unable to click on the link to access the website, copy and paste the address into your browser address bar.

## **GRADUATION WITH SPECIAL HONORS (Bachelor Degree Candidates Only)**

Scholastic honors represent the highest form of recognition that can be bestowed upon a student by a university. As a means of acknowledging the efforts and accomplishments of students whose scholastic performance is most worthy, Northwestern State University is pleased to grant special distinction to graduating seniors who meet or surpass the standards described below.

Students who have an **overall** grade point average of at least 3.50 and through 3.699 will be recognized as graduating *cum laude*. Those with a grade point average of at least 3.70 and through 3.899 will graduate *magna cum laude*. Those with a grade point average of 3.90 or higher will graduate *summa cum laude*.

1. All grades earned, including all grades earned in repeated courses, are used in computing eligibility for Special Honors. That is, grades for repeated courses have to be added back into totals and recalculated into the grade point average.
2. Students will be eligible for academic honors as justified by the **entire** academic record, which includes courses taken prior to the declaration of Academic Bankruptcy.
3. Special exams and CLEP hours **cannot** be used in computing eligibility for special honors.

Students graduating with Special Honors (e.g. *cum laude*, *magna cum laude*, and *summa cum laude*) are recognized at commencement in the following ways: wear a medallion that will be provided at the ceremony and the academic dean will recognize the special honor from the commencement card.

When you go across the stage to receive your diploma cover, your academic dean will read the following from your commencement card: name, special honor, and GPA (for 4.0 only). These items will be read according to the following guidelines:

1. Students graduating with the highest GPA within each college and a perfect 4.0 GPA: Academic dean will read name, special honor, GPA, and indicate that these students are graduating with the highest GPA within that college.
2. Students graduating with the highest GPA within each college and have less than a 4.0 GPA: Academic dean will read name, special honor, and indicate that these students are graduating with the highest GPA within that college.
3. Students graduating with Special Honors: Deans will read name of student and special honor.

### ***SUMMA CUM LAUDE*: IMPORTANT NOTE - PICTURES**

**Students graduating *summa cum laude* (cumulative GPA 3.90 or higher) must report to the coliseum on time to receive their medallions and take pictures before the ceremony. Please report promptly to the coliseum at 9:00 a.m. or 2:00 p.m. to receive your medallion; then, go immediately to the N'Club Room at the front of the coliseum for pictures. You must be on time to have your picture taken with President, Dr. Chris Maggio.**

# COMMENCEMENT CEREMONY INSTRUCTIONS

*There is no practice for commencement.* Please read and carefully follow these instructions. Please keep these instructions for future reference and review before the ceremony.

**PLEASE NOTE:** The appearance of a name in the commencement program is presumptive evidence of graduation, but it is **not** regarded as conclusive. It is impossible to have an official commencement program since the program must be printed before candidates' applications for a degree can be officially verified. Therefore, a name listed in the commencement program and the participation in the commencement ceremony do not guarantee the awarding of a degree. The official Northwestern State University transcript, sealed and signed by the University Registrar, is documented evidence of the student's permanent academic record and the student's possession of degree(s) awarded by NSU.

- 1. CAPS AND GOWNS:** When you purchase your cap and gown, be sure to specify the type of degree you are receiving, your major, and college. Undergraduate students must purchase color cords representing their college. Graduate students must purchase a hood to wear with the gown. Be sure to secure your cap with hairpins. Graduate students who need help putting the hood on should arrive at their assigned area in the coliseum **promptly** at the time designated to allow time for someone to assist them.
- 2. COMMENCEMENT CARDS:** A commencement card with your name and address on it will be given to you when you report to your college at the coliseum. Please complete the information on the reverse side of the card for photographer identification purposes. Write the phonetic spelling of your name on the front as indicated if your name has ever been mispronounced. If you are receiving special honors (*summa cum laude*, *magna cum laude*, or *cum laude*), this information will be printed on your card. You must have the card to go across the stage. This is used to read your name as you cross the stage.
- 3. LINING UP:** Standards will be placed in the concourse areas of the coliseum. You will be lined up by rows within your college. Each new row starts at a standard when lining up. The first person of each row will line up first behind a standard; the last person of a row will line up last. There will be staff members (in white NSU shirts) to assist at each college.
- 4. HIGHEST GPA'S (Bachelor Degree Candidates only):** The student with the highest GPA from each undergraduate college will lead their respective college into the coliseum and will sit on stage during the ceremony. As soon as you are told you are the highest GPA, please report to the staff member at the front doors entering the arena floor. You will be given directions at this time.
- 5. SPECIAL HONORS (Bachelor Degree Candidates only):** Students who are graduating with special honors (*summa cum laude*, *magna cum laude*, and *cum laude*) will be given a medallion with instructions when reporting to their college line-up area at the coliseum. Students graduating *summa cum laude* must report promptly to the N'Club Room located at the front of Prather Coliseum at 9:00 AM or 2:00 PM to take pictures before the ceremony. **YOU MUST BE ON TIME TO HAVE YOUR PICTURE TAKEN WITH PRESIDENT MAGGIO** (*summa cum laude* only).
- 6. PROCESSIONAL INTO COLISEUM:** Purple Jacket and Blue Key members will lead the students into the coliseum following the faculty. When you reach your row of chairs inside the coliseum, be sure to move down your row to allow room for everyone to fill the row. The first person behind a standard should go all the way to the outside seat of the row; the last person will take the last inside seat of the row. Do not skip chairs. **Please follow the directions of the ushers helping you.**



7. **UNOFFICIAL COMMENCEMENT PROGRAM:** It is impossible to have an official commencement program since the program must be printed before candidates' applications for a degree can be officially verified. Therefore, a name listed in the commencement program and the participation in the commencement ceremony do not guarantee the awarding of a degree. The official Northwestern State University transcript, sealed and signed by the University Registrar, is documented evidence of the student's permanent academic record and the student's possession of degree(s) awarded by NSU.
8. **GRADUATE STUDENTS:** Doctoral degree candidates will be the first ones to go across the stage. Specialist degree candidates must pause at the ramp until the Graduate Dean has finished calling all Doctoral degree candidates. Be sure to take your commencement card to stage with you.
9. **UNDERGRADUATE STUDENTS:** You will be escorted to the stage by an usher. Be sure to take your commencement card with you when you go to the stage. You must present the card to the person assisting your academic dean as you come up to the podium. The card will be used to call out your name and any special honors you have received.

When you are escorted to the stage, **the first person in line for a college must stop at the bottom of the ramp to the stage.** When the emcee announces the dean to be presenting diplomas, go immediately up the ramp to the stage. Allow the student with the highest GPA within your college to take his/her place in front of the first person in the line. There will be a photographer on stage to take a picture of you shaking the president's hand. A photographer will also take a picture of each graduate at the bottom of the stage ramp when you exit the stage. Please watch for their directions when you exit the stage as this moves very quickly. Be seated when you return to your chair.

10. **DIPLOMA COVER:** When you cross the stage, you will be handed an empty diploma cover. Students who have met all degree requirements will receive their diploma immediately after the ceremony in the concourse area.

11. **RECESSIONAL: The stage party will exit the coliseum first.** Following the stage party, a Purple Jacket and Blue Key member will lead the graduates from the auditorium beginning at the front of the candidate seating. Please follow the leader to the concourse area where you lined up and exit the coliseum through the side doors.
12. **COMMENCEMENT PICTURES:** There will be no picture taking from the arena floor. During the ceremonies, a photographer will be taking pictures as you shake hands with President Maggio and again at the bottom of the ramp as you leave the stage. These pictures may be purchased from the photographer. The commencement card with your name and address will be given to him. The photographer will mail you a proof, prices, and information about ordering pictures. You are under no obligation to purchase these pictures.
13. **GUEST SEATING:** There is available seating for your guests in the bleacher areas on each side of the coliseum.

**Please note:** Your guests should be seated no later than 9:45 AM or 2:45 PM, and must remain seated during the ceremony. Guests are not permitted to stand in the aisles or lean on the guardrails.

**Handicapped Seating:** Purple Jacket and Blue Key members will be standing at the doors of the arena to assist with seating. Handicapped seating for those guests who cannot access the bleachers is on the first row of the bleachers on the arena floor. If you have a guest in a wheelchair who needs assistance with seating, please inform a Blue Key or Purple Jacket member at the door.



**NORTHWESTERN STATE UNIVERSITY  
SUMMER 2018 GRADUATE  
COMMENCEMENT ATTENDANCE FORM**

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**To: University Registrar's Office  
Northwestern State University**

**Complete the information below if you plan to participate in commencement exercises.  
Return to the Registrar's Office by November 30, 2018.**

\_\_\_\_\_ **I will participate in the fall 2018 commencement  
exercises on December 14, 2018.**

\_\_\_\_\_  
**NAME (PLEASE PRINT)**

\_\_\_\_\_  
**STREET ADDRESS**

\_\_\_\_\_  
**CITY, STATE, AND ZIP**

**RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY  
NOVEMBER 30, 2018.**

**The form may be faxed to: (318) 357-5823**

**Or**

**Mailed to: Northwestern State University  
University Registrar's Office  
Natchitoches, LA 71497**

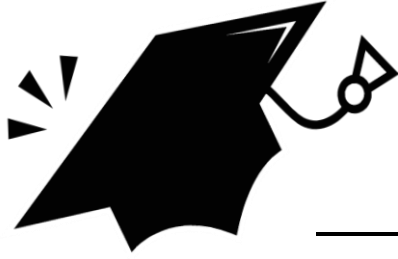
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student ID Number**

\_\_\_\_\_  
**Email Address (We will send an email confirmation to this address.)**

**Northwestern State University of Louisiana  
University Registrar's Office  
Natchitoches, LA 71497  
Telephone (318) 357-6171 or 1-800-807-8849 FAX (318) 357-5823**



**NORTHWESTERN STATE UNIVERSITY  
COMMENCEMENT NON-ATTENDANCE FORM  
Fall 2018 GRADUATE**

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**To: University Registrar's Office  
Northwestern State University**

**I will not attend the commencement ceremony on December 14, 2018. Please mail  
my diploma to the following address.**

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**NAME (PLEASE PRINT)**

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**STREET ADDRESS**

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**CITY, STATE, AND ZIP**

**RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY  
NOVEMBER 30, 2018.**

**The form may be faxed to: (318) 357-5823**

**Or**

**Mailed to: Northwestern State University  
University Registrar's Office  
Natchitoches, LA 71497**

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**Signature**

**Date**

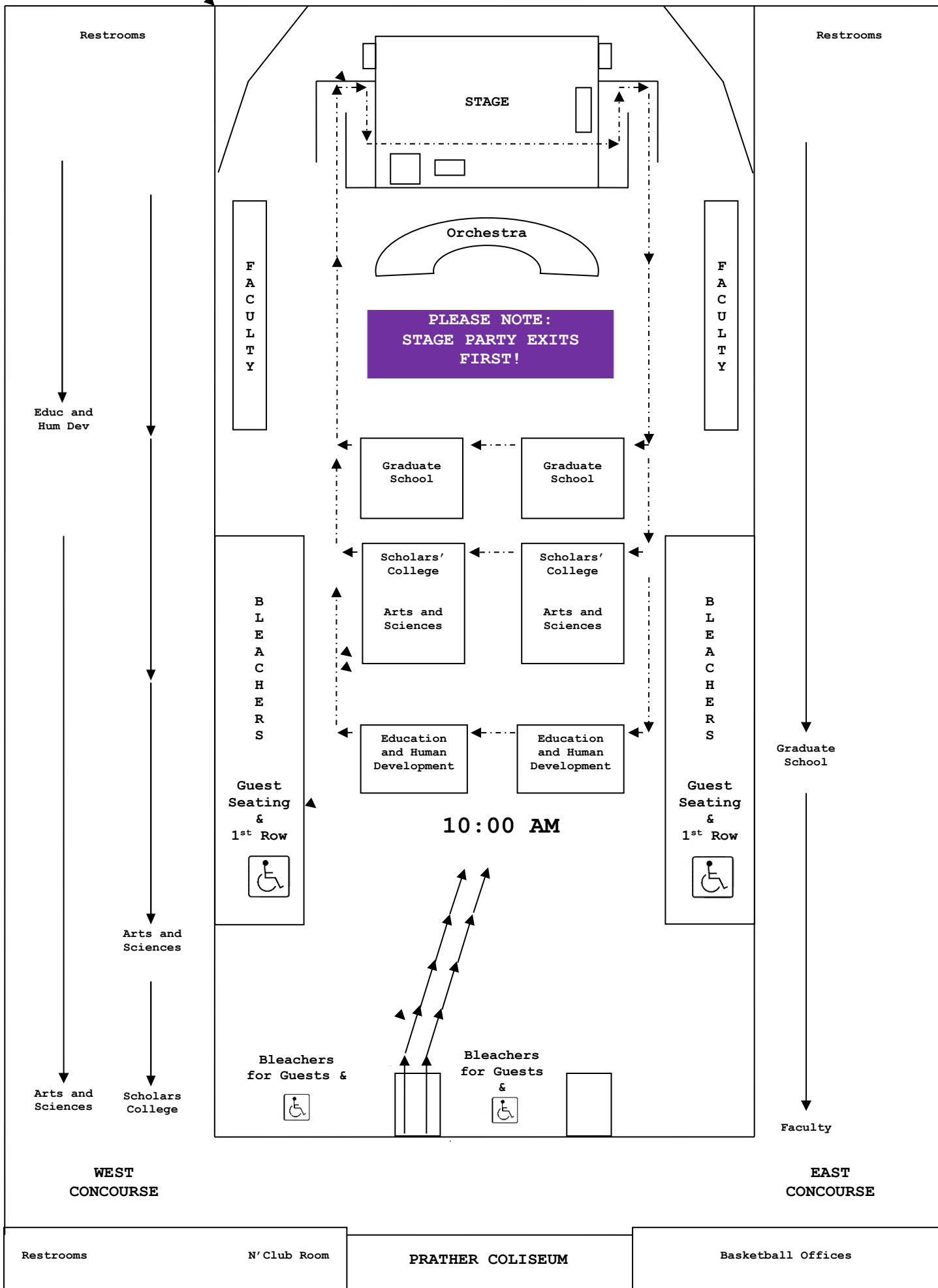
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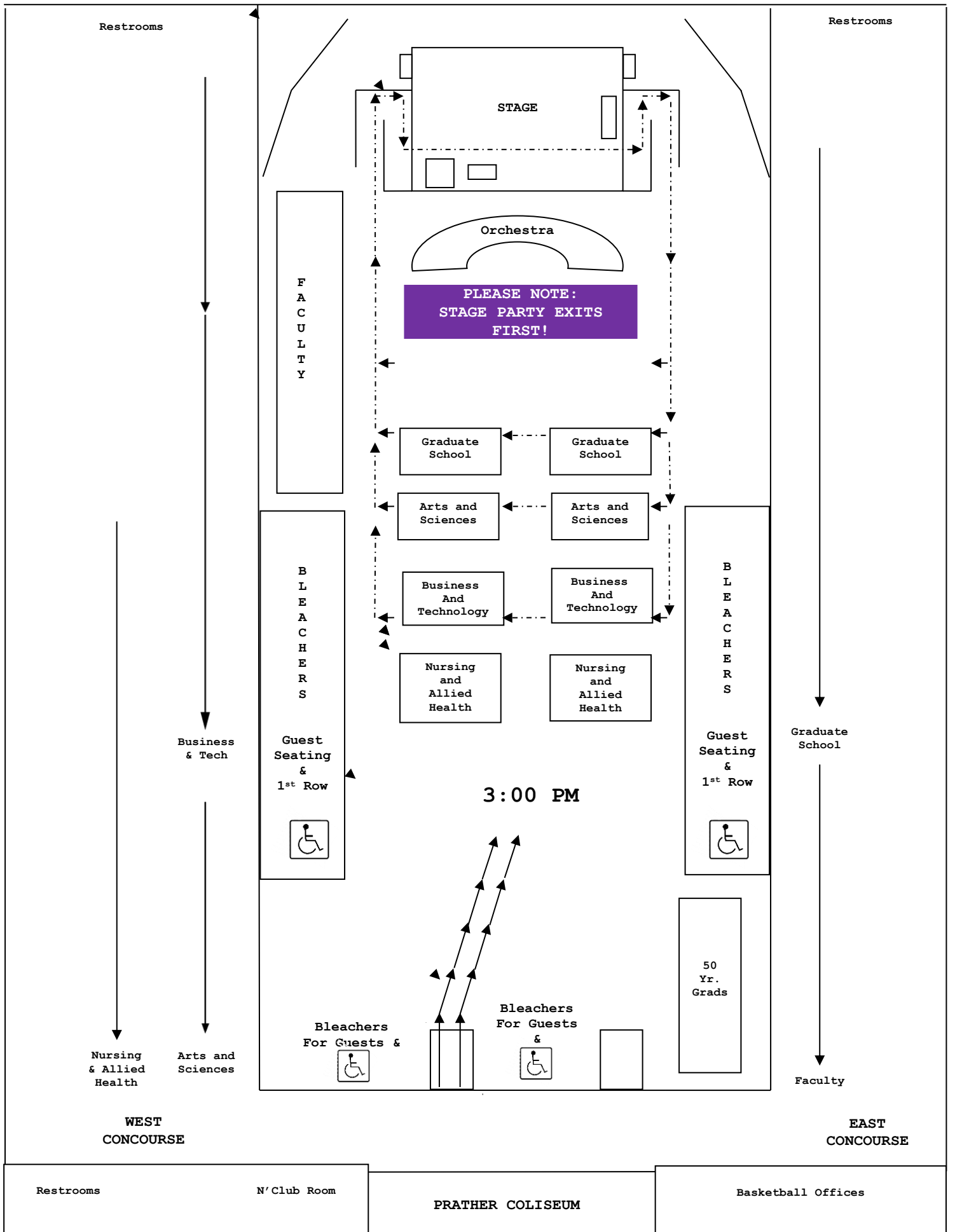
**Student ID Number**

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**Email Address (We will send an email confirmation to this address.)**

**Northwestern State University of Louisiana  
University Registrar's Office  
Natchitoches, LA 71497  
Telephone (318) 357-6171 or 1-800-807-8849      FAX (318) 357-5823**





**PLEASE NOTE:  
STAGE PARTY EXITS  
FIRST!**

**3:00 PM**

