



**NORTHWESTERN STATE UNIVERSITY
CANDIDATES FOR GRADUATION
FALL 2019**



Congratulations as you near completion of your degree from Northwestern State University. Northwestern has scheduled two ceremonies for fall on Friday, December 20, 2019. Please carefully read the following information to determine important dates and times for all activities.

**FALL 2019
CANDIDATES
IMPORTANT DATES**

October 1, 2019

Application Deadline: The deadline for undergraduate and graduate students to apply for fall 2019 graduation is October 1, 2019.

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 account through myNSU at <https://my.nsula.edu/>. Navigate to NSUConnect from the **QuickLinks Menu**. Click on the **Student** tab, then click **Student Records**. Select “Apply to Graduate” and follow the instructions.

November 22, 2019

Graduate School: The deadline for paper defenses for Graduate School candidates graduating in the fall 2019 semester is Friday, November 22, 2019.

December 6, 2019

Attendance: Participation in commencement on December 20, 2019, 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 **December 6, 2019**. 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 **December 6, 2019**. 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 2019 commencement exercises will be held Friday, December 20, 2019, in Prather Coliseum at the times listed below. You must report **promptly** at the times and places listed. *There is no practice for commencement.*

FRIDAY, DECEMBER 20, 2019

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
- EDD – Adult Learning and Development
- EDS – Educational Leadership and Instruction

Louisiana Scholars' College – Bachelor Degrees

- BA – Communication, Criminal Justice, English, History, Liberal Arts
- BFA – Fine & Graphic Arts
- BM – Bachelor of Music
- BME – Bachelor of Music Education
- BS – Accounting, Applied Microbiology, Biology, Business Administration, Computer Information Systems, Electronic Engineering Technology, Elementary Education, Health and Exercise Science, Hospitality Management and Tourism, Industrial Engineering Technology, Mathematics, Physical Sciences, Psychology, Secondary Education and Teaching, Theatre, Unified Public Safety Administration
- BSW – Bachelor of Social Work

College of Arts and Sciences – Bachelor and Associate Degrees

- BA – Communication, Criminal Justice, English, History, Liberal Arts
- BFA – Dance, Fine and Graphic Arts
- BM – Music
- BS – Applied Microbiology, Biology, Mathematics, Physical Sciences, Theatre, Unified Public Safety Administration
- AD – Veterinary Technology

Gallaspy Family College of Education & Human Development – Bachelor Degrees

BME – Music Education

BS – Addiction Studies, Child and Family Studies, Early Childhood Education, Elementary Education, 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 begins 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 will be hosting Grad Fest on October 1, 2019, 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 cap and gown, 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 2019 graduation is October 1, 2019.

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 account through myNSU at <https://my.nsula.edu/>. Navigate to NSUConnect from the **QuickLinks Menu**. Click on the **Student** tab, then click **Student Records**. 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 color 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 bookstore at (318-238-3630) 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.

Note: If you are unable to attend the commencement ceremony, **you must send a letter to the University Registrar's Office no later than December 6, 2019** 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.

- 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 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. **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.

8. **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.

9. **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.

10. **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.

11. **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.

12. **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 2019 GRADUATE
COMMENCEMENT ATTENDANCE FORM**

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 December 6, 2019.

_____ I will participate in the fall 2019 commencement
exercises on December 20, 2019.

NAME (PLEASE PRINT)

STREET ADDRESS

CITY, STATE, AND ZIP

**RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY
DECEMBER 6, 2019.**

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 2019 GRADUATE**

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

**_____ I will not attend the commencement ceremony on December 20, 2019.
Please mail my diploma to the following address.**

NAME (PLEASE PRINT)

STREET ADDRESS

CITY, STATE, AND ZIP

**RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY
December 6, 2019.**

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

Or

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

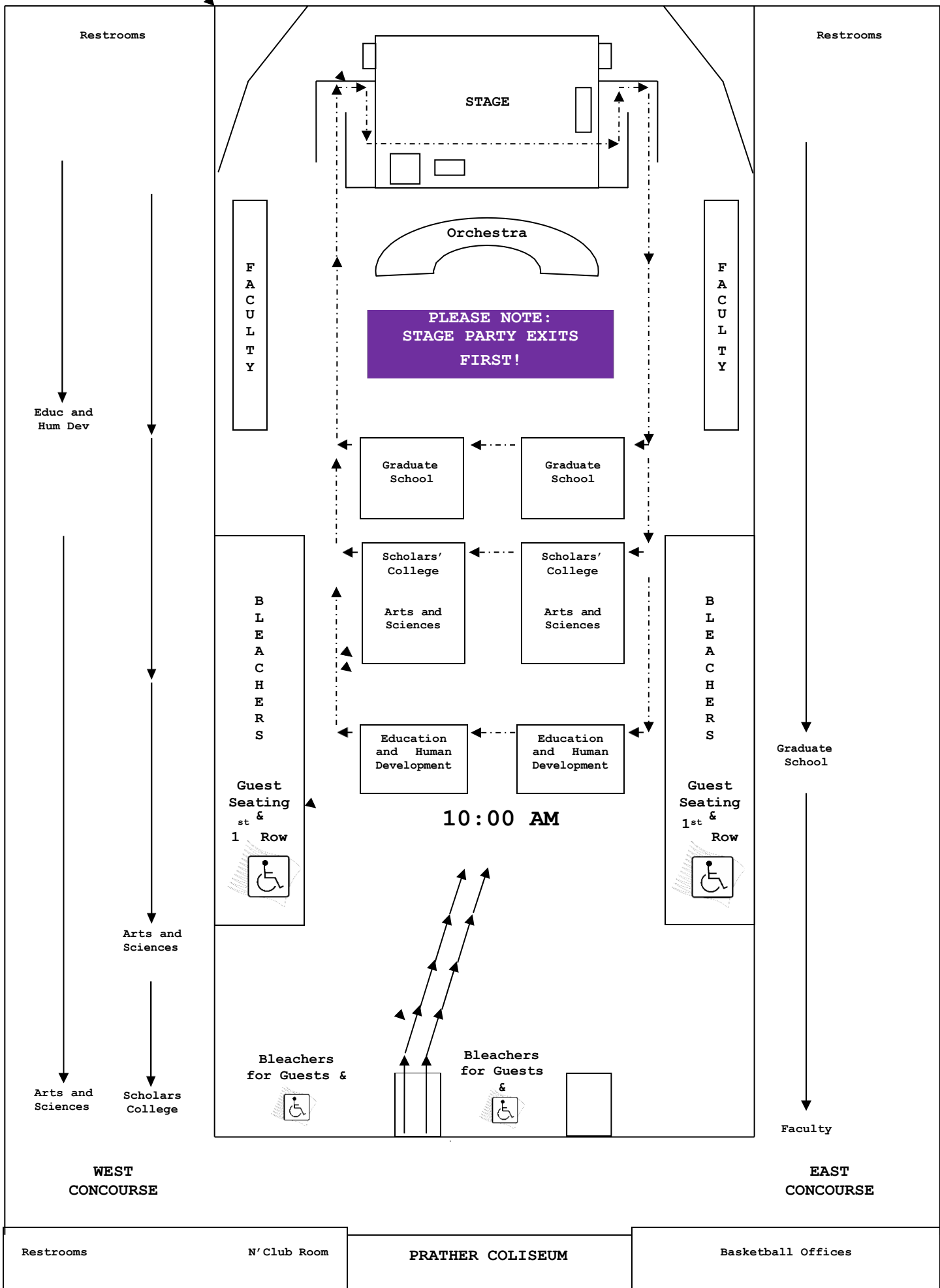
Signature

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**



Restrooms

Restrooms

STAGE

Orchestra

PLEASE NOTE:
STAGE PARTY EXITS
FIRST!

F
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F
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Graduate
School

Graduate
School

Scholars'
College

Scholars'
College

Arts and
Sciences

Arts and
Sciences

Education
and Human
Development

Education
and Human
Development

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S

Guest
Seating
1st Row

Guest
Seating
1st Row

10:00 AM



Bleachers
for Guests &

Bleachers
for Guests
&



WEST
CONCOURSE

EAST
CONCOURSE

Restrooms

N' Club Room

PRATHER COLISEUM

Basketball Offices

Educ and
Hum Dev

Arts and
Sciences

Arts and
Sciences

Scholars
College

Graduate
School

Faculty

