COMMENCEMENT
Information Booklet December 2017

Norfolk State University
700 Park Avenue, Norfolk VA 23504
757-823-8600
www.nsu.edu
<table>
<thead>
<tr>
<th>Task</th>
<th>Location</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Academic Attire</td>
<td>NSU Bookstore October 19 or <a href="http://www.herffjones.com/college/norfolk">www.herffjones.com/college/norfolk</a></td>
<td>October 19 – December 6</td>
</tr>
<tr>
<td>Pay $30 Graduate Application Fee</td>
<td>Cashier’s Office, Student Services Center, 2nd floor, Room 209</td>
<td>November 3</td>
</tr>
<tr>
<td>Pay $130 Commencement Fee</td>
<td>Cashier’s Office, Student Services Center, 2nd floor, Room 209</td>
<td>November 3</td>
</tr>
<tr>
<td>Complete Graduating Student Exit Survey</td>
<td>Survey will be sent to your Spartan Email</td>
<td>October 30</td>
</tr>
<tr>
<td>Direct Loans Exit Counseling</td>
<td>Nursing &amp; General Education Building, Room 101</td>
<td>November 15</td>
</tr>
<tr>
<td>Perkins Loans &amp; VA State Loan Exit Counseling</td>
<td>Nursing &amp; General Education Building, Room 101</td>
<td>November 15</td>
</tr>
<tr>
<td>Confirm all tuition and fees have been paid</td>
<td>Cashier’s Office, Student Services Center, 2nd floor, Room 209</td>
<td>Must be done to receive degree &amp; transcripts.</td>
</tr>
<tr>
<td>Pay any outstanding parking tickets</td>
<td>University Police Department</td>
<td>Must be done to receive degree &amp; transcripts.</td>
</tr>
<tr>
<td>Pay any outstanding library fines</td>
<td>Lyman B. Brooks Library Circulation/Reserve Department, 1st floor</td>
<td>Must be done to receive degree &amp; transcripts.</td>
</tr>
<tr>
<td>Attend the Senior Toast</td>
<td>Student Center, Room 138</td>
<td>December 7 12 p.m.</td>
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### Preparing for Graduation

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</table>
Commencement Day Information

Norfolk State University’s Fall 2017 Commencement will be held in the Norfolk Scope Arena on **Saturday, December 9, 2017**. The academic processional will begin at 9:30 a.m. with the program immediately following. ALL GUESTS over two years of age will be required to have a CEREMONY TICKET for commencement. Guest seats will be filled on a first-come, first-served basis and saving seats will not be permitted. Please inform your guests so that they December plan their time of arrival at the Exercises accordingly.

Graduates Check-In

Graduates may begin arriving at the Norfolk Scope Exhibition Hall at 7 a.m. to pick up name cards. However, all graduates must be checked-in no later than 8:30 a.m. Graduates will be directed to the designated area(s) for student line-up. Graduates arriving after 9:30 a.m. will not be allowed to join the academic processional.

Please allow extra time as all individuals participating in commencement will use the same entry and security check points.
Regalia & Attire

Full academic regalia (cap, gown, tassel, and hood) is required for those participating in the academic processional. Only official academic honor cords, stoles, sashes and/or medallions are permitted. Graduates should refrain from bringing personal items (i.e. purses, bags, etc.). Please also plan to wear appropriate attire and comfortable shoes (No Athletic Gear).

Tickets & Graduation Announcements

A Ceremony Ticket for commencement is required for all guests of the graduates who plan to view the Commencement Ceremony in the designated seating area in Norfolk Scope Arena. All guests over the age of two will be required to have a ticket in order to gain access to the arena. Each graduate will be given ten (10) tickets to distribute to family and friends for the December 9 Commencement. Graduates do not need tickets. **Tickets will be distributed to graduates after the commencement rehearsal on Friday, December 8.**

Graduation fees include the cost of 10 announcements. Announcements may be picked up at Commencement Rehearsal on Dec. 8th.

Please be aware that lost tickets cannot be replaced. Graduates are responsible for the distribution of their tickets. Guests are advised that no tickets to any commencement at Norfolk State University may be bought or sold under any circumstances.

All candidates must be prepared to turn in their Graduating Student Exit Survey Confirmation Page when picking up Ceremony Tickets. Candidates who attend classes at the Virginia Beach Higher Education Center or online degree candidates should call the Office of University Events at 757-823-8323 to make arrangements to secure announcements and tickets.

Degrees and Certificates

A. **Presentation of Candidates** – The Dean of each of the University’s schools/colleges will present to the President the candidates for graduation from the school/college by department. As the department is called, the candidates from the department will stand. After the departments have been acknowledged, the Dean will say, “Thank you” which is the signal for all candidates from that school/college to be seated.

B. **Hooding** (Baccalaureate Degree candidates only) – Each candidate receiving the bachelor’s degree will march in with the hood on the right arm. At the specified time of hooding (after all students have been presented and are standing), the President will give the signal for the hooding to begin. At that time, each student will hand his/her hood to the person at his/her left and immediately turn to the right to be hooded by the person behind him/her (simultaneously). *Candidates should bring academic hoods to the Commencement Rehearsal (see page 12, Commencement Rehearsal).
C. **Conferring of Degrees** – After the President has conferred the degrees, those graduates will begin their walk to the stage to receive their degrees (spacing will be supervised by designated marshals and only diploma covers will be issued. Degrees will be given at the conclusion of the graduation ceremony.) Upon proceeding to the stage, recipients will pass the name card to the Reader. Once the graduate’s name is called, the degree recipient will accept the diploma cover with his/her left hand, and shake the President’s hand with his/her right hand. Upon returning to their seats, graduates will remain standing until the last person in the row has returned, whereupon all in the row may be seated. When the Exercises have concluded, graduates will follow designated marshals back to the assembly area.

Candidates not participating in commencement or not picking up announcements should contact the Office of University Events at (757) 823-8323 about submission of the GSES.

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**Names in Commencement Program Booklet**

The names of candidates appearing in the Commencement Program Book will be of those who had a graduation application submitted to the Office of the Registrar prior to the close of business **Friday, October 27, 2017**. Any December 2017 graduation candidate applications received after this date will not be listed in the commencement program. **This does not mean your degree will be awarded based on your name being listing in the program.**

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**Participation in the Commencement Ceremony**

Beginning December 2017, only those students who have been conferred will be allowed to participate in commencement. Degrees will be distributed after the commencement ceremony to students with no outstanding financial obligations.

If you are taking a course(s) at another institution during your last semester, this can adversely affect your graduation participation as all grades **MUST** be posted in order for your degree to be conferred.

Any candidate who submits a graduation application and has it processed by the Office of the Registrar will be able to purchase graduation attire when it is made available by the NSU Bookstore (distribution information will be posted by NSU Bookstore). **This does not mean that you will be allowed to participate in the commencement ceremony.**

All degree candidates are required to pay the mandatory $130 commencement fee and the $30 graduation application fee. The payment deadline is **Friday, November 3, 2017.** (The application fee is assessed each time an application is submitted.) Students must be financially cleared in order to receive degree and/or transcripts. This includes payment of the graduation fee, tuition and all other fees (Cashier’s Office, Student Services Center, 2nd floor, Room 209) as well as any outstanding parking (University Police Department) or library fines (Lyman B. Brooks Library Circulation/Reserve Department, 1st floor).
Important Dates to Remember:

**Monday, November 27** - Final grades are due to the Office of the Registrar for December 2017 graduation candidates.

**Wednesday, December 6** - The Office of the Registrar will send an email to all undergraduate and graduate candidates informing them of their degree conferral and eligibility to participate in commencement ceremony.

*Failure to be financially cleared will result in a financial hold being placed on your account. Financial holds prevent degrees from being released and official transcript requests cannot be processed. It is the responsibility of the student to inform Student Accounts when Parking and/or Library balances are satisfied. Student Accounts will in turn notify the Registrar’s Office of the hold removal and request that documents be released. No graduation application will be received and processed after Friday, November 17, 2017.

Photography by Guests

It is permissible for Commencement guests to photograph proceedings from the bleacher/balcony sections only. No one other than those who have been issued a “Press Pass” will be allowed to take pictures on the arena floor area.

Inclement Weather

In case of severe weather that would alter the scheduled time, location and/or cancel the ceremony, please visit the NSU website at www.nsu.edu, call the University operator at (757) 823-8600, listen to WNSB 91.1 FM, or tune in to WNSU Channel 47.

Venue Information & Parking

Norfolk State University’s Commencement will be held at the Norfolk Scope Arena, located at 201 E. Brambleton Avenue in downtown Norfolk between St. Paul’s Boulevard and Monticello Avenue. There is a parking garage located beneath the Scope Arena. The fee for parking can be found here: http://www.sevenvenues.com/plan-your-visit/directions-and-parking.

Hotel Information

If you plan to invite out-of-town guests, it is suggested that you make reservations as early as possible to ensure that lodging will be available. Many establishments provide a discounted rate for visitors attending NSU’s
Commencement. Be sure to inquire with your reservation agent. To assist family and friends with their accommodation needs, the following list of hotels has been provided:

- **Aloft Chesapeake**
  - 145 Crossways Blvd
  - Chesapeake, VA 23320
  - Phone: (757) 410-9362

- **Norfolk Waterside Marriott**
  - 235 E Main Street
  - Norfolk, VA 23510
  - Phone: (757) 627-4200

- **Wyndham Garden Downtown**
  - 700 Monticello Avenue
  - Norfolk, VA 23510
  - Phone: (757) 627-5555

- **Courtyard Norfolk Downtown**
  - 520 Plume Street
  - Norfolk, VA 23510
  - Phone: (757) 963-6000

- **Sheraton Norfolk Waterside**
  - 777 Waterside Drive
  - Norfolk, VA 23510
  - Phone: (757) 622-6664

- **Hilton Airport Norfolk**
  - 1500 North Military Highway
  - Norfolk, VA 23502
  - Phone: (757) 466-8000

- **Crowne Plaza Virginia Beach Town Center**
  - 4453 Bonney Road
  - Virginia Beach, VA 23462
  - Phone: (877) 270-1393

- **Holiday Inn Virginia Beach-Norfolk**
  - Hotel and Conference Center
  - 5655 Greenwich Road
  - Virginia Beach, VA 23462
  - Phone: (757) 499-4400

- **Candlewood Suites Norfolk Airport**
  - 5600 Lowery Road
  - Norfolk, VA 23502
  - Phone: (757) 605-4001
  - (888) 226-3539

- **Holiday Inn Virginia Beach-Norfolk Hotel and Conference Center**
  - 5655 Greenwich Road
  - Virginia Beach, VA 23462
  - Phone: (757) 499-4400

- **Norfolk Marriott Chesapeake**
  - 725 Woodlake Drive
  - Chesapeake, VA 23320
  - Phone: (757) 523-1500

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**Preparing for Graduation**

Candidates for graduation (Associate, Baccalaureate, Master’s, and Doctoral Degrees) are those who have or will have completed ALL requirements to receive a degree in December 2017.

**Graduating Student Exit Survey**

One of the steps leading to graduation is completion of the Graduating Student Exit Survey (GSES). The purpose of the Graduating Student Exit Survey is to collect information that will help Norfolk State University determine the extent to which its programs and services are effective in meeting the needs of students. Responses will be combined with other graduates. All identities will be kept confidential. Please follow the directions provided with each set of questions.

Candidates for graduation must complete the Graduating Student Exit Survey (GSES). Beginning October 30, all graduates will receive an e-mail invitation at their NSU account to complete the GSES. Reminder e-mails will be sent regularly until the survey is successfully completed and submitted.

In order to be properly credited for the survey, participants must click on the “url” in the invitation e-mail to access the survey. Do not copy the link and paste it to a browser. If you do not see the survey invitation in your
The survey must be completed on a printable computer. Once you have completed the survey, you will receive an email confirmation. Candidates for Graduation are required to print the GSES Confirmation Email and submit it when picking up their Graduation Announcements/Ceremony Tickets. The GSES Confirmation Page is not directly linked to the GSES; it only serves as proof of completion.

Candidates who are not participating in commencement or not picking up announcements/ceremony tickets should contact the Office of University Events (757-823-8323) regarding submission of the GSES.

Payment of Fees

A Commencement Fee in the amount of $130.00 is due and payable at the University’s Cashier’s Office by Friday, November 3, 2017. The Commencement Fee helps offset the costs of managing Commencement. These costs include venue set up and production, 10 announcements, printing services, postage, etc. The Commencement Fee of $130 is mandatory whether or not you participate in commencement.

A Graduation Application Fee of $30.00 is also due by Friday, November 3, 2017. This fee offsets the costs of processing graduation applications. These mandatory fees are separate and not related to Academic Attire fees.

Loan Exit Counseling

Borrowers of the Ford Direct Student Loan, Federal Perkins Loan, and Virginia State Student Loan (VSSL) must attend MANDATORY EXIT COUNSELING SESSIONS. For Direct Loans Exit Counseling only please complete the exit loan counseling online before attending the in person session by visiting www.studentloans.gov to login in with your FSA ID. Please print the proof of counseling completion at the end of the online session, and bring a copy to the in person session. If you do not sign in with your FSA ID, you cannot meet the requirement for completing this counseling. For Federal Perkins Loan and Virginia State Student Loan (VSSL) Counseling, please complete the exit loan counseling online before attending the in person session by visiting www.ecsi.net/myacct. Login with ECSIWebPin. Please print the proof of counseling completion at the end of the online session, and bring a copy to the in person session. To assist with the completion of the online Exit Counseling information, please bring with you Names, Addresses and Telephone Numbers of three different references not living with you.

IF YOU ARE THE BORROWER OF ONE OR MORE STUDENT LOANS, YOU MUST ATTEND THE SCHEDULED SESSION AT THE SCHEDULED TIME(S). If you do not have student loans you are exempt from the session. Please plan to be present and on time.

Loan Exit Counseling

<table>
<thead>
<tr>
<th>November 1, 8, and 15</th>
<th>Nursing &amp; General Education Building, Room 101</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00-2:00 p.m.</td>
<td>Direct Loans Exit Counseling (Subsidized &amp; Unsubsidized Loans)</td>
</tr>
</tbody>
</table>
3:00-5:00 p.m.  Perkins Loans and Virginia State Student Loan Exit Counseling
5:30-6:30 p.m.  Direct Loans Exit Counseling (Subsidized & Unsubsidized Loans)

Please contact Mr. Malik Gladden at 823-8128 or magladden@nsu.edu in the Financial Aid Office for Ford Direct Student Loans and Ms. Candace L. Thompson at 823-2648 or clthompson@nsu.edu in the Office of Student Accounts for Virginia State Student Loans – VSSL and/or Federal Perkins Loans.

The deadline for completing the exit process (Ford Direct, and/or Federal Perkins, and/or VSSL) and returning the results to Financial Aid or Student Accounts is November 15.

Direct Loan Late Stage Delinquency Program

Norfolk State University is a participant in the William D. Ford Direct Loan Late Stage Delinquency Program. Many students go into default on their student loans because they do not understand their repayment options. The Direct Loan Servicing Center is facilitating communications with delinquent borrowers to help schools reduce default rates. Defaulting on your student loan not only affects you, but it also adversely affects Norfolk State University where you obtained your student loan. Late Stage Delinquency includes borrowers who are more than 240 days, but less than 361 days, delinquent in making a payment on a subsidized or unsubsidized student loan. Borrowers who are in late stage delinquency are at greatest risk of losing eligibility for Title IV aid and defaulting on their student loan. The good news is that this represents a small percentage of students in repayment.

Delinquent borrowers may call the Default Resolution Group at 800-621-3115 for assistance in bringing loans to current status. For Additional Information, visit www.studentloans.gov

It is very important for borrowers to understand the consequences of default:

- The U. S. Treasury may withhold tax refunds to make payments (Federal Direct and Federal Perkins) on the defaulted loan.
- The borrower may have to pay additional collection costs.
- The borrower may be subject to wage garnishment.
- Credit Bureaus may be notified and credit ratings will suffer. This may mean that the borrower cannot get a car loan, a mortgage loan, a credit card, and may be reported as a bad credit risk, which can affect the borrower for years to come.
- Once the loan is declared in default, the borrower is no longer entitled to any deferments or forbearances. In addition, the borrower may not receive any additional Title IV federal student aid.

Keeping student loans current helps the borrower to have a positive credit rating. Please call Default Resolution Group at (800) 621-3115 for assistance if you are delinquent on your student loan.

Note: You are obligated to repay your loan even if:

- You do not complete your educational program
- You are not satisfied with the education or other services you purchased from a school
• You cannot find employment (although you may apply to defer payment for a specified time).

Commencement Rehearsal
Norfolk State University’s Commencement Rehearsal will be held at 9 a.m. on Friday, December 8, 2017 at the Norfolk Scope Arena, located at 201 E. Brambleton Avenue in downtown Norfolk between St. Paul’s Boulevard and Monticello Avenue.

It is mandatory that all candidates for graduation attend Commencement Rehearsal. The rehearsal will last approximately two hours. Graduates will receive commencement ceremony tickets as well as the most up-to-date information regarding commencement check-in, additional tickets, graduate line-up, and other pertinent details.

Graduates should park in Lot #4 across from the Fine Arts building. Shuttle service to the Norfolk Scope will begin at 8:30 a.m. Shuttles will run on a continuous loop from NSU to the Scope from 8:30 to 9:30 a.m. Shuttles will depart the Scope at 11:30 a.m. and continue until all graduates have been accommodated.

Please note: Graduates driving independently are subject to parking fees at the Norfolk Scope, and in all city owned lots. Please allow extra travel time as traffic congestion in tunnels and around the Scope is likely.

Senior Toast
The Senior Toast will take place in the Student Center, Room 138 at noon on Thursday, December 7, 2017. The FREE reception is for graduating seniors ONLY. Each graduate is allowed a maximum of two (2) guests – NO EXCEPTIONS. Tickets may be picked up at the Melvin & Patricia Stith Alumni House, 2426 Corprew Avenue, between the hours of 9:30 a.m. and 4:00 p.m. For more details, please call 757-823-8135.

Academic Attire
Full academic regalia (cap, gown, tassel, and hood) is required for those participating in the academic processional. Only official academic honor cords, stoles, sashes and/or medallions are permitted.

Securing Academic Attire
Students will not be able to participate in Commencement Exercises without securing academic attire. It is strongly recommended that you purchase attire through the NSU Bookstore, as it has the specific attire pertinent to NSU graduates.
In preparation for your Fall 2017 Commencement, the NSU Bookstore is requesting that you take the time now to review and prepare to order all of your graduation items. Academic regalia will be available for purchase up until the day before the commencement ceremony, while supplies last. Supplies are on a first-come, first-serve basis. In order to purchase regalia, your name must be on the current cleared graduation list provided by the Registrar’s Office. Refunds and exchanges will not be accepted for academic regalia after the commencement ceremony.

**CAP AND GOWN INFORMATION**

Honor stoles are worn by graduates receiving associate and bachelor’s degrees ONLY. Your name must be on the honors list provided by the Registrar’s Office prior to purchase.

- Online orders will begin October 19, 2017
- Online Orders will be shipped directly to the address you provided
- $25 Shipping and Handling Fee for online purchases
- In store orders will begin October 19 through December 6.

**NOTE:**

** Full payment for academic regalia is required when the order is placed. If writing a check, please make it payable to the NSU Bookstore. Please bring proper ID. The graduation fee does not cover your academic regalia.

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**Academic Regalia**

The most misunderstood, most improperly worn piece of academic regalia is the hood. Yet, it is the most important part as it identifies the degree earned by the recipient and the institution awarding the degree. Basically, it is a color-coded system. Other than hoods for the Associate degree, the newer shield style hood has 5 components: shell, lining, trim, button with cord, and a cord on the front point.

- **Shell** -- The outer part of the hood, generally black to match the gown. Purpose or function: Holds the hood together and gives it shape.

- **Lining** -- The inside of the shell shows one or more colors, generally the institution's colors. Purpose or function: Indicates the institution awarding the degree as filed with the American Council on Education.

- **Trim** -- The velvet or velveteen strip on the edge of the shell. Purpose or function: Indicates the degree earned by the wearer.
• **Button/Cord** -- Sewn midway up the lining where the lining meets the trim. Purpose or function: Helps keep the hood in place when properly worn.

• **Front Cord** -- Sewn at the front center of the hood (V-point) where the velvet trim meets the shell. Purpose or function: Keeps the hood away from the neck. It should be fastened to a dress button or the gown zipper.
Academic Regalia Hood Diagram

For more information, please contact the NSU Bookstore at (757) 823-2037.

When ordering a bachelor’s, master’s, or doctor’s hood, you will need to know what colors you want for each of these four areas:

1. Fabric Color: The standard fabric is black.
2. Velvet Color: Based on degree and discipline.
3. Field Color: 1st school color, in the large area.
4. Chevron Color: 2nd school color, in the center area. Your school may have from zero to three chevrons.

Associate (AA) Degree Cowls require only a chevron and field color, and come only in Velveteen fabric.

Hood Colors

In determining what you need, you first need to know a bit about choosing colors.

Your hood velvet color is the color of your discipline (for example, Purple is the color of the Law discipline). The inside of the hood includes a field color, and may contain one or more chevrons, all of which represent your school colors.

Bachelor’s

Bachelor’s Degree Candidates: Black Cap/Tassel/Black Gown

The cap is worn parallel to the floor. Undergraduates, who have not yet earned a first degree, wear the tassel forward and to the right. During the ceremony when directed by the President the tassel is moved to the left, signifying the conferring of the degree. The bachelor’s gown has pointed sleeves and is
worn without the hood.

**Colors listed in the chart designate the proper bachelor’s hood color listed by college/school:**

<table>
<thead>
<tr>
<th>SCHOOL/COLLEGE</th>
<th>Major</th>
<th>Hood Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF LIBERAL ARTS</td>
<td>English</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Fine Arts and Graphic Design</td>
<td>Brown</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Interdisciplinary Studies</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Journalism</td>
<td>Crimson</td>
</tr>
<tr>
<td></td>
<td>Mass Communications</td>
<td>Crimson</td>
</tr>
<tr>
<td></td>
<td>Music</td>
<td>Pink</td>
</tr>
<tr>
<td></td>
<td>Political Science</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td>White</td>
</tr>
<tr>
<td>COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY</td>
<td>Biology</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Building Construction Technology</td>
<td>Orange</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Computer Science</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Computer Technology</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Design Technology</td>
<td>Orange</td>
</tr>
<tr>
<td></td>
<td>Electronic Technology</td>
<td>Orange</td>
</tr>
<tr>
<td></td>
<td>Engineering (all disciplines: Electronics and Optical)</td>
<td>Orange</td>
</tr>
<tr>
<td></td>
<td>Health Services Management</td>
<td>Olive Green</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Medical Technology</td>
<td>Green</td>
</tr>
<tr>
<td></td>
<td>Nursing</td>
<td>Apricot</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td></td>
<td>Accountancy</td>
<td>Drab</td>
</tr>
<tr>
<td>SCHOOL OF BUSINESS</td>
<td></td>
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</tbody>
</table>
SCHOOL OF EDUCATION

<table>
<thead>
<tr>
<th>Major</th>
<th>Hood Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business (all disciplines: MIS, Finance, Management, Marketing,</td>
<td>Drab</td>
</tr>
<tr>
<td>Entrepreneurship, and Business Education)</td>
<td></td>
</tr>
<tr>
<td>Tourism and Hospitality Management</td>
<td>Drab</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Exercise Science/Health and Physical Education</td>
<td>Sage Green</td>
</tr>
</tbody>
</table>

Master’s

Master’s Degree Candidates: Black Cap/Black Tassel

Black Gown/Hood

The black tassel on the master’s cap is worn to the left signifying the possession of an academic degree. The master’s gown is designed with oblong sleeves, open at the wrist. The field of study is indicated by the color of the velvet on the facing of the hood.

Colors listed below designate the proper master’s hood color.

<table>
<thead>
<tr>
<th>Major</th>
<th>Hood Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community/Clinical Psychology</td>
<td>White</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Golden Yellow</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Midnight Blue</td>
</tr>
<tr>
<td>Electronics Engineering</td>
<td>Orange</td>
</tr>
<tr>
<td>Media and Communications</td>
<td>Crimson</td>
</tr>
<tr>
<td>Music</td>
<td>Pink</td>
</tr>
<tr>
<td>Special Education</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Urban Affairs</td>
<td>Blue Violet</td>
</tr>
<tr>
<td>Urban Education</td>
<td>Light Blue</td>
</tr>
<tr>
<td>Visual Studies</td>
<td>Brown</td>
</tr>
</tbody>
</table>
Doctorate

**Doctoral Degree Candidates: Black Tarn/Gold Tassel**

Black Gown/Doctorate Hood

Norfolk State University awards the Doctor of Philosophy and Doctor of Psychology degree. The gold tassel is worn to the left, signifying the possession of an academic degree. The doctor’s gown has voluminous sleeves with three velvet chevrons, and velvet facing down the front openings of the gown.

**Colors listed below designate the proper doctorate hood color:**

<table>
<thead>
<tr>
<th>Doctor of Philosophy (Ph.D.)</th>
<th>Doctor of Psychology (Psy.D.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Science and Engineering</td>
<td>Clinical Psychology</td>
</tr>
<tr>
<td>Ph.D. Blue or Orange</td>
<td>White</td>
</tr>
<tr>
<td>Social Work</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Blue or Citron</td>
<td></td>
</tr>
</tbody>
</table>

Associate

**Associate Degree Candidates: Black Cap/Tassel/Black Gown**

The cap is worn parallel to the floor. Candidates should wear the tassel forward and to the right. During the ceremony, when directed by the President, the tassel is moved to the left, signifying the conferring of the degree. The hood for this degree lies flat. The gold binding indicates the wearer has earned the degree of Associate in Science.

**Colors listed below designate the proper associate hood color:**

<table>
<thead>
<tr>
<th>Major</th>
<th>Hood Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Drafting</td>
<td>Brown</td>
</tr>
</tbody>
</table>

**Listing of Honors**

A student’s honors designation, if appropriate, will be listed on the permanent academic record (transcript and diploma). The list of students eligible for the honors designations will be in the possession of the person(s) issuing
the academic attire. Honors designation will be made based on the last academic semester prior to the semester the candidate applies for graduation. Eligible students may purchase their honors attire during the hours when academic attire is being issued.

Please note: Honor designation pertains to undergraduate candidates only. Graduate students do not have honor designations.

Dress and Decorum

✓ All graduates, except those being commissioned in ROTC, are required to wear academic attire (Mortar boards and gowns).

✓ Mortar boards (hats) are worn with the tips in a horizontal position – not tilted. All undergraduates and candidates for Associate degrees march with the tassels on the right side of their hats. Graduate students wear their tassels on the left side at all times during the ceremony.

✓ Men wear hats throughout the program except during the Invocation, National Anthem and Benediction.

✓ Women do not remove their hats during the ceremony.

✓ Women will wear black dresses or pants under their robes, and black shoes.

✓ Men will wear dark suits, white shirts, dark ties, and black shoes.

✓ Only official honor cords and/or stoles from national honor societies are to be worn. No Exceptions.

✓ Purses are not to be carried in the processional. Provisions should be made to leave them with family or friends.

✓ Cellular telephones and/or any electronic devices are not to be used at any time during the ceremony.

✓ No flowers, signs, balloons, banners, etc. will be permitted inside the Arena. Graduates are asked to inform the bearers of such items to make presentation arrangements elsewhere.

Note: Failure to comply with any of the aforementioned regulations will result in your being asked to leave the line of march or the Arena.
Military Graduates

The purpose of this informational sheet is to collect required data from all military graduates for the Service members Opportunity Colleges, Washington, DC, and other military educational services departments. All active duty, active reservists, retired military and military family graduates should complete and return this form immediately to: Coordinator of Military Programs, Norfolk State University, via fax: (757) 440-4041, or mail: Military Programs, Student Services Center, 700 Park Avenue, Suite 208, Norfolk VA 23504

Please respond appropriately to ALL of the requested information on this sheet.

Name: ____________________________________________

Student ID Number: ____________________________________________

Branch of Service (circle one): US Marine Corps US Navy US Coast Guard


Status of Service (circle one):

Active Duty Active Reservist Retired Military Military Dependent

Graduation Date: ________________ Major Academic Discipline: ________________________________

Associate Degree (check one): AA ________ AS ________

Bachelor’s Degree (check one): BA ________ BS ________

Master’s Degree (check one): MA ________ MS ________

Doctorate Degree (check one): PsyD. ________ Ph.D. ________

Did you use the Tuition Assistance (TA) or GI Bill/Post-911/VEAP Programs? Yes ____ No ____

Were you a part of the Navy College Program Distance Learning Partnership (NCPDLP)? Yes ____ No ____

Which Military Education Service Office holds your TA records? ________________________________

Signature: ____________________________________________ Date: ____________________________
Post-Graduation

Degree Distribution/Transcript Requests

Degrees will be distributed after the commencement ceremony to students who have no outstanding financial obligations.

Students must be financially cleared in order to receive degree and/or transcripts. This includes payment of the graduation fees, tuition and all other fees (Cashier’s Office, Student Services Center, 2nd floor, Room 209) as well as any outstanding parking (University Police Department) or library fines (Lyman B. Brooks Library Circulation/Reserve Department, 1st floor).

Procedures on how to request official transcripts can be found online at www.nsu.edu/registrar. Costs are $3 per copy for in-person or mailed requests, and $5.25 per copy for online requests. The standard processing time is 10 business days.

Professional Photography

A photography studio, contracted by the University, will provide a photographer that will take a picture of each graduate as he/she crosses the stage and receives his/her diploma. Proofs and purchase information will be mailed or emailed directly to each graduate at the address that is provided on the back of the name card. Name cards will be distributed at 7:00 a.m. on Commencement Day.
Dear Graduate,

Congratulations on your graduation from Norfolk State University (NSU). On behalf of the Office of Alumni Relations, I applaud your accomplishment and welcome you to the ranks of more than 33,000 alumni worldwide. As a graduation gift, the NSU Alumni Association is delighted to offer a complimentary one year membership to the class of 2017.

Membership in the NSU Alumni Association entitles you to a wide variety of benefits, including invitations to networking and professional development events, special discounts on products and services from nationally known affinity partners, career and job services, volunteer opportunities, and access to NSU’s online community.

I hope that over the next few months, you will take full advantage of these special offers. I also ask that you stay connected by visiting http://alumni.nsu.edu and creating a new profile that will give you access to NSU news and events.

Again, I congratulate you and never forget to Behold, the Green and Gold!®

Sincerely,

Michelle D. Hill

Michelle D. Hill ’96
Director, Alumni Relations
Appendix 1: Line of March

R.O.T.C.

DOCTOR OF PHILOSOPHY CANDIDATES

DOCTOR OF PSYCHOLOGY CANDIDATES

MASTER’S DEGREE CANDIDATES

Computer Science
Criminal Justice
Community/Clinical Psychology
Cybersecurity
Electronics Engineering
Materials Science and Engineering
Media and Communications
Music

Optical Engineering
Pre-Elementary Education
Special Education
Teaching
Social Work
Urban Affairs
Urban Education
Visual Studies

BACCALAUREATE DEGREE CANDIDATES

College of Liberal Arts
Department of English and Foreign Languages
- English
Department of Fine Arts
— Fine Arts/Graphic Design
Department of History
- History
Department of Interdisciplinary Studies
- Interdisciplinary Studies
Department of Mass Communications and Journalism
- Journalism
- Mass Communications
Department of Music
- Music Education
Department of Political Science
- Political Science
Department of Psychology
- Psychology
Department of Sociology
- Sociology
College of Science, Engineering, and Technology
Department of Allied Health
- Health Information Management
- Health Services Management
- Medical Technology
- Department of Biology
- Biology
Department of Chemistry
- Chemistry
Department of Computer Science
- Computer Science
Department of Engineering
- Electronics Engineering
- Optical Engineering
Department of Mathematics
- Mathematics
Department of Nursing
- Nursing (B.S.,
Department of Physics
- Physics
Department of Technology
- Building Construction Technology
- Computer Technology
- Electronic Technology
School of Business
Department of Accountancy, Finance and Information Management
- Accountancy
- Business/Finance
- Business/Management Information Systems
Department of Management, Marketing and Entrepreneurship
- Business/Entrepreneurship
- Business/Management
- Business/Marketing
Department of Tourism and Hospitality Management
- Tourism and Hospitality Management
School of Education
Department of Early Childhood Elementary Education
- Early Childhood Education
Department of Health, Physical Education and Exercise Science
- Exercise Science/Physical Education
Department of Secondary Education
- All Teaching Certification Endorsements (Line up with the Major)

Department of Special Education
- Emotional Disturbance/Learning Disabilities
- Learning Disabilities/Mental Retardation

School of Social Work
Department of Social Work
- Social Work (B.S.W.)

Associate Degree Candidates
- Architectural Drafting

Appendix 2: Important Telephone Numbers

<table>
<thead>
<tr>
<th>NSU Campus Information</th>
<th>School of Graduate Studies and Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Association</td>
<td>Office of Alumni Relations</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Office of the Registrar (Transcripts)</td>
</tr>
<tr>
<td>Career Services</td>
<td>Student Accounts</td>
</tr>
<tr>
<td>Commencement Event</td>
<td>Ticket Center</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>757-823-8381</td>
</tr>
<tr>
<td></td>
<td>757-823-8100</td>
</tr>
<tr>
<td></td>
<td>866-658-3212</td>
</tr>
<tr>
<td></td>
<td>757-823-2037</td>
</tr>
<tr>
<td></td>
<td>757-823-8462</td>
</tr>
<tr>
<td></td>
<td>757-823-2987</td>
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<td></td>
<td>757-823-9293</td>
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<td></td>
<td>757-823-2987</td>
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<tr>
<td></td>
<td>757-823-9009</td>
</tr>
<tr>
<td></td>
<td>757-823-8600</td>
</tr>
</tbody>
</table>