



# COMMENCEMENT

Information Booklet May 2017

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Norfolk State University  
700 Park Avenue, Norfolk VA 23504  
757-823-8600  
[www.nsu.edu](http://www.nsu.edu)

## IMPORTANT DATES AND DEADLINES

Task	Location	Deadline	✓
Purchase Academic Attire	NSU Bookstore March 17 or <a href="http://colleges.herffjones.com/college/Norfolk">http://colleges.herffjones.com/college/Norfolk</a>	Mar. 16-May 6	
Pay \$30 Graduate Application Fee	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	March 31	
Pay \$130 Commencement Fee	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	March 31	
Complete Graduating Student Exit Survey	Survey will be sent to your Spartan Email	March 15 –Apr. 28	
Pickup Tickets & Graduation Announcements *Bring Graduating Student Exit Survey	Harrison B. Wilson Hall, Office of University Advancement, Suite 410	March 24 –Apr. 28	
Direct Loans Exit Counseling Apr 12,19,26, 1-2:00pm and 5:30-6:30pm	Nursing & General Education Building, Room 205	April 26	
Perkins Loans & VA State Loan Exit Counseling Apr 5,12,19,26, 3:00-5:00pm	Nursing & General Education Building, Room 205	April 26	
Pick up Senior Toast Tickets	Office of Alumni Relations, Melvin & Patricia Stith Alumni House between 9:30am-4pm	March 24 –Apr. 28	
Confirm all tuition and fees have been paid	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	Must be done to receive degree & transcripts.	
Pay any outstanding parking tickets	University Police Department	Must be done to receive degree & transcripts.	
Pay any outstanding library fines	Lyman B. Brooks Library Circulation/Reserve Department, 1 <sup>st</sup> floor	Must be done to receive degree & transcripts.	
Attend the Senior Toast	Student Center, Room 138	May 4 Noon	
Attend Commencement Rehearsal	Joseph G. Echols Hall Memorial Hall * Please bring your academic hood to the rehearsal and student identification card to the rehearsal	May 5 9a.m.	
Commencement Day!	Norfolk Scope Arena * Please bring your student identification card - 1:00pm Name Cards Distributed - 4:00pm The Commencement Processional	May 6 1 p.m.	

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# Commencement Day Information

Norfolk State University's Spring 2017 Commencement will be held in the Norfolk Scope Arena on Saturday, May 6, 2017. The processional will begin at **4:00 p.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. Access to the Arena will not be permitted during the Processional. Please inform your guests so that they may plan their time of arrival at the Exercises accordingly.

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## Graduates Check-In

Graduates may begin arriving at the Norfolk Scope Exhibition Hall at 1:00 p.m. to pick up name cards. However, all graduates must be checked-in no later than 2:30 p.m. Graduates will be directed to the designated area(s) for student line-up. Graduates arriving after 4:00 p.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.

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## 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, cell phones and other electronic devices). Please also plan to wear appropriate attire and comfortable shoes (No Athletic Gear).

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## 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 May 6 Commencement. Graduates do not need tickets. Tickets will be distributed to graduates when they pick up their announcements.

Graduation fees include the cost of 10 announcements. Announcements may be picked up in Harrison B. Wilson Hall, Office of University Advancement, Suite 410 from March 24 through April 28, 2017 between 9:00 a.m. and 4:30 p.m.

Please be aware that lost tickets cannot be replaced. Graduates are responsible for the distribution of their tickets. Guests are advised that no

### Additional Ceremony Tickets:

Any unclaimed tickets will be distributed to the general public on a first-come, first-serve basis on commencement day in front of the Norfolk Scope Box Office starting at 2:00 p.m. \*Additional tickets will not be distributed prior to commencement day. No exceptions. Please do not call the Office of University Events to inquire about additional tickets.

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. Announcements and tickets may be picked up by relatives or friends; however, written permission from the candidate must be presented along with a picture ID of the individual who is picking up the tickets.

Candidates who attend classes at the Virginia Beach Higher Education Center or online degree candidates should call the Office of University Event at 757-823-8323 to make arrangements to secure announcements and tickets.

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## Degrees and Certificates

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- 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 diplomas (spacing will be supervised by designated marshals and only diploma covers will be issued). Upon proceeding to the stage, recipients will pass the name card to the Reader (standing at the bottom of the stairs). Once the student’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, students 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.

Participation in the Commencement ceremony does not constitute official graduation from Norfolk State University. Official clearance of graduation does not occur until all final grades are entered and the EVAL shows all degree requirements have been successfully met. The official record of graduation is the academic transcript.

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## Names in Commencement Program Booklet

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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, March 24, 2017. Any May 2017 graduation candidate applications received after this date will not be listed in the commencement program.

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## Walking & Participation in the Commencement Ceremony Definitions

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“Walking” in the commencement ceremony **DOES NOT** mean that you have graduated from NSU. Before you can be considered “graduated” (degree conferred) all degree requirements must be successfully completed according to your departmental curriculum (no blank lines on your EVAL). Allow 4 to 5 weeks after the final grade due date to finalize the posting of degrees. The Office of the Registrar will send students official email notification of degree conferral (completion). Students who do not meet graduation requirements will be notified via their NSU email, and may be required to re-apply for a future graduation term (an additional \$30 application fee will be required).

Students who apply for graduation **CANNOT** be pre-registered for an upcoming semester and have degree conferred for May 2017. Pre-registered courses are looked upon as an indication that degree requirements have not been met and the Registrar’s Office will expect you to re-apply for the term that you are pre-registered for and pay an additional \$30 application fee. In addition to (PR) – pre-registered courses, students cannot have (IP) – in progress or (INC) incomplete— grades on the EVAL and have degree conferred. To avoid delays in having your degree conferred, it is suggested that you review your EVAL and take care of any of these items before commencement.

**Candidates not participating in commencement or not picking up announcements should contact the Office of University Events at (757) 823-2704 about submission of the GSES.**

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## Photography by Guests

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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.

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## Inclement Weather

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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](http://www.nsu.edu), call the University operator at (757) 823-8600, listen to WNSB 91.1 FM, or tune in to WNSU Channel 47.

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## Venue Information & Parking

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Norfolk State University’s Commencement 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>.

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## 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 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:

<p>Aloft Chesapeake 145 Crossways Blvd Chesapeake, VA 23320 757-410-9562</p>	<p>Norfolk Waterside Marriott 235 E Main Street Norfolk, VA 23510 Phone: (757) 627-4200</p>	<p>Wyndham Garden Downtown 700 Monticello Avenue Norfolk, VA 23510 Phone: (757) 627-5555</p>	<p>Courtyard Norfolk Downtown 520 Plume Street Norfolk, VA 23510 Phone: (757) 963-6000</p>
<p>Sheraton Norfolk Waterside 777 Waterside Drive Norfolk, VA 23510 Phone: (757) 622-6664</p>	<p>Hilton Airport Norfolk 1500 North Military Highway Norfolk, VA 23502 Phone: (757) 466-8000</p>	<p>Crowne Plaza Virginia Beach Town Center 4453 Bonney Road Virginia Beach, VA 23462 Phone: (877) 270-1393</p>	<p>CandleWood Suites Norfolk Airport 5600 Lowery Road Norfolk, VA 23502 Phone: (757) 605-4001 (888) 226-3539</p>
<p>Holiday Inn Virginia Beach- Norfolk Hotel and Conference Center 5655 Greenwich Road Virginia Beach, VA Phone: (757) 499-4400</p>	<p>Norfolk Marriott Chesapeake 725 Woodlake Drive Chesapeake, VA 23320 Phone: (757) 523-1500</p>		

## 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 May 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 March 15, 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 inbox, please check your junk mail folder. 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 (757-823-2704) regarding submission of the GSES.

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## Clearance for Graduation

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### **EACH DEGREE CANDIDATE IS PERSONALLY RESPONSIBLE FOR OBTAINING ACADEMIC CLEARANCE TO PARTICIPATE IN THE COMMENCEMENT ACTIVITIES.**

Students who will complete their academic requirements in May 2017 are eligible to participate in the Commencement activities that will be held on May 6, 2017. Prospective graduates must be academically cleared by the Registrar's Office in order to acquire Graduation Announcements, Ceremony Tickets, or join the line of march at the Commencement Exercises. The list of names submitted to the chair of the Commencement Committee by the Office of the Registrar, as having been cleared to participate, will be used to issue graduation materials.

Emails will be sent to your NSU email account informing you of your clearance status. After receiving your email, any questions regarding academic clearance should be directed to the academic departments and academic advisors. Academic clearance prior to the end of the term only means that you (1) have completed all requirements for graduation for a prior term or (2) are currently enrolled in the last courses needed for to be awarded an NSU degree. Please do not call the Office of the Registrar or the chair of the Commencement Committee to verify your academic clearance.

All degree candidates are required to pay the mandatory \$130 commencement fee and the \$30 graduation application fee. The payment deadline is **Friday, March 31, 2017**. (The application fee is assessed each time an application is submitted.) Students must be financially cleared in order to receive diploma and/or transcripts once degrees have been conferred. 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).

\* Failure to be financially cleared will result in a financial hold being placed on your account. Financial holds prevent diplomas from being released and official transcript requests cannot be processed. It is the responsibility of 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, April 14, 2017

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## 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, March 31, 2017. The Commencement Fee helps offset the costs of managing Commencement. These costs include venue set up and production, the production of diplomas, diploma covers, 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, March 31, 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](http://www.studentloans.gov) login in with your FSA ID. Please print proof of counseling completion at the end of the online session, and bring 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](http://www.ecsi.net/myacct). Login with ECSIWebPin. Please print proof of counseling completion at the end of the online session, and bring copy to the in person session, assist with the completion of the online Exit Counseling information, please bring with you the 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

<b>April 12, 19,26,2017</b>	Nursing & General Education Building, Room 205
<b>1:00-2:00pm</b>	Direct Loans Exit Counseling (Subsidized & Unsubsidized Loans)
<b>3:00-5:00pm</b>	Perkins Loans and Virginia State Student Loan Exit Counseling
<b>5:30-6:30pm</b>	Direct Loans Exit Counseling (Subsidized & Unsubsidized Loans)

Please contact Mr. Malik Gladden at 823-8128 or [magladden@nsu.edu](mailto: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](mailto: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 Wednesday, April 26, 2017.

## 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](http://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, May 5, 2017 at the Joseph G. Echols Memorial Hall.

It is mandatory that all candidates for graduation attend Commencement Rehearsal. However, if you have a final exam during this time, you may be excused. The rehearsal will last approximately two hours. Graduates will

\*Please bring your academic hood and Student ID to the rehearsal.\*

receive the most up-to-date information regarding commencement check-in, additional tickets, graduate line-up, and other pertinent details.

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## Senior Toast

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The Senior Toast will take place in the Student Center, Room 138 at noon on Thursday, May 4, 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. starting Friday, March 24, 2017 through Friday, April 28, 2017. 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.

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### Securing Academic Attire

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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.

Commencement Fair 2017  
Student Center, NSU Bookstore, 1st Floor  
Thursday, March 16 - 10:00 a.m. to 6:00 p.m.  
Friday, March 17 - 10:00 a.m. to 6:00 p.m.

In preparation for your Spring 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. Students who purchase their regalia after Tuesday, April 1, 2017 will be charged a \$25 late fee in store.

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 Saturday, March 18, 2017
  - Online Orders will be shipped directly to the address you provided
  - \$25 Shipping and Handling Fee for online purchases
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- In store orders will begin Thursday, March 16 through Saturday, May 6, 2017

NOTE:

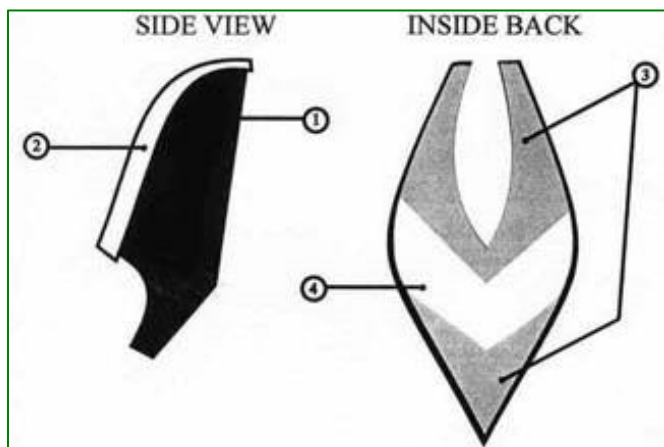
\*\* Full payment for academic regalia is required when the order is placed. If writing a check, please make it payable to the NSU Bookstore. Please bring proper ID. The graduation fee does not cover your academic regalia.

## 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.

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

SCHOOL/ COLLEGE	Major	Hood Color
COLLEGE OF LIBERAL ARTS	English	White
	Fine Arts and Graphic Design	Brown
	History	White
	Interdisciplinary Studies	White
	Journalism	Crimson
	Mass Communications	Crimson
	Music	Pink
	Political Science	White
	Psychology	White
	Sociology	White
COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY	Biology	Golden Yellow
	Building Construction Technology	Orange
	Chemistry	Golden Yellow
	Computer Science	Golden Yellow
	Computer Technology	Golden Yellow
	Design Technology	Orange
	Electronic Technology	Orange
	Engineering (all disciplines: Electronics and Optical)	Orange
	Health Services Management	Olive Green
	Information Technology	Gold
	Mathematics	Golden Yellow
	Medical Technology	Green
	Nursing	Apricot
Physics	Golden Yellow	
SCHOOL OF BUSINESS	Accountancy	Drab
	Business (all disciplines: MIS, Finance, Management, Marketing, Entrepreneurship, and Business Education)	Drab
	Tourism and Hospitality Management	Drab

SCHOOL OF EDUCATION	Early Childhood Education	Light Blue
	Exercise Science/Health and Physical Education	Sage Green

**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.

Major	Hood Color
Community/Clinical Psychology	White
Computer Science	Golden Yellow
Criminal Justice	Midnight Blue
Electronics Engineering	Orange
Media and Communications	Crimson
Music	Pink
Special Education	Light Blue
Urban Affairs	Blue Violet
Urban Education	Light Blue
Visual Studies	Brown
Social Work	Citron

**Doctorate**

**Doctoral Degree Candidates: Black Tam/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:

Doctor of Philosophy (Ph.D.)	
Materials Science and Engineering	Ph.D. Blue or Orange
Social Work	Ph.D. Blue or Citron
Doctor of Psychology (Psy.D.)	
Clinical Psychology	White

**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:

Major	Hood Color
Architectural Drafting	Brown

**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.

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## Dress and Decorum

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- ✓ 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, black shoes, and no jewelry (exception: watches, rings, and small stud earrings).
- ✓ Men will wear dark suits, white shirts, dark ties, and black shoes.
- ✓ No signs, symbols, corsages, decorative or other extraneous items are to be attached to the mortar board or robe.
- ✓ 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 may result in your being asked to leave the line of march or the Arena.

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# 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**

**US Army**      **US Air Force**      **US Reservists (branch)**      **National 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

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## Diploma Distribution/Transcript Requests

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Diplomas will be mailed to the address supplied by the student on the graduation application. Please make sure that the mailing address is correct. Please allow a minimum of eight (8) weeks after notification of degree conferral before making an inquiry about the diploma.

Students must be financially cleared in order to receive diploma and/or transcripts once degrees have been conferred. 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](http://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. Prospective May graduates should note "HOLD FOR DEGREE" on transcript requests submitted if the degree awarded has to be posted on the transcript. If "HOLD FOR DEGREE" is not marked, transcripts will be processed as is and mailed accordingly. If transcript is ordered and request to hold was not made by the student, another paid request will have to be submitted.

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## Professional Photography

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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 1:00 p.m. on Commencement Day.

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## Norfolk State University Alumni Association

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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

**Office of Alumni Relations**

Norfolk State University | 700 Park Avenue | Norfolk, VA 23504  
Telephone: (757) 823-8135 or (866) 658-3212  
Website: <http://alumni.nsu.edu> | Email: [alumnirelations@nsu.edu](mailto:alumnirelations@nsu.edu)

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# 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

Severe Disabilities

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
  - Design Technology
  - Electronic Technology
  - Vocational/Industrial Education
  - 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**
  - Business Education
  - All Teaching Certification Endorsements (Line up with the Major)
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**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

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NSU Campus Information 757-823-8600

School of Graduate Studies and Research 757-823-8015

Alumni Association 866-658-3212

Office of Alumni Relations 757-823-8135

Bookstore 757-823-2037

Office of the Registrar (Transcripts) 757-823-8229/8377

Career Services 757-823-8462

Student Accounts 757-823-9293

Commencement Event Questions  
757-823-2704

Ticket Center 757-823-9009

Financial Aid 757-823-8381