



COMMENCEMENT CHECKLIST FOR MAY 2017

www.nsu.edu/commencement

Task	Location	Deadline	✓
Purchase Academic Attire	NSU Bookstore March 17 or http://colleges.herffjones.com/college/Norfolk	Mar. 16-May 6	
Pay \$30 Graduate Application Fee	Cashier's Office, Student Services Center, 2 nd floor, Room 209	March 31	
Pay \$130 Commencement Fee	Cashier's Office, Student Services Center, 2 nd 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 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 nd 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 st 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.	