



**NORFOLK STATE**  
UNIVERSITY

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# COMMENCEMENT

Information Booklet May2018

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Norfolk State University

700 Park Avenue, Norfolk VA 23504

757-823-8600

[www.nsu.edu](http://www.nsu.edu)

## May 2018 Commencement Checklist

Task	Location	Deadline	✓
<b>Purchase Academic Attire</b>	NSU Bookstore March 15 or <a href="http://colleges.herffjones.com/college/Norfolk">http://colleges.herffjones.com/college/Norfolk</a>	March 16 - May 5	
<b>Pay \$30 Graduate Application Fee</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	March 30	
<b>Pay \$130 Commencement Fee</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	March 30	
<b>Complete Graduating Student Exit Survey</b>	Survey will be sent to your Spartan Email	April 27	
<b>Direct Loans Exit Counseling</b> April 4, 11, 18 and 25, 2018 1-2:00pm and 5:30-6:30pm	Nursing & General Education Building, Room 205	April 25	
<b>Perkins Loans &amp; VA State Loan Exit Counseling</b> April 4, 11, 18 and 25, 2018 3:00-5:00pm	Nursing & General Education Building, Room 205	April 25	
<b>Confirm all tuition and fees have been paid</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	Must be done to receive degree & transcripts.	
<b>Pay any outstanding parking tickets</b>	University Police Department	Must be done to receive degree & transcripts.	
<b>Pay any outstanding library fines</b>	Lyman B. Brooks Library Circulation/Reserve Department, 1 <sup>st</sup> floor	Must be done to receive degree & transcripts.	
<b>Attend the Senior Toast</b>	Spartan Greens	May 3 6 p.m.	
<b>Pickup Tickets &amp; Graduation Announcements</b>  *Bring Graduating Student Exit Survey	Joseph G. Echols Memorial Hall (campus)	May 4	
<b>Attend Commencement Rehearsal</b>	Joseph G. Echols Memorial Hall (campus)  * Please bring your academic hood to the rehearsal and student identification card to the rehearsal	May 4 9 a.m.	
<b>Commencement Day!</b>	William "Dick" Price Football Stadium * Please bring your student identification card - 7:00am Name Cards Distributed - 9:00am The Commencement ceremony begins with academic processional	May 5 7 a.m.	

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## CONTENTS

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### IMPORTANT DATES AND DEADLINES

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#### Commencement Day Information

**4**

Graduates Check-In	4
Regalia & Attire	4
Tickets & Graduation Announcements	4
Degrees and Certificates	5
Names in Commencement Program Booklet	5
Walking & Participation in the Commencement Ceremony Definitions	6
Photography by Guests	6
Inclement Weather	6
Venue Information & Parking	7
Hotel Information	7

#### Preparing for Graduation

**8**

Graduating Student Exit Survey	8
Clearance for Graduation	8
Payment of Fees	8
Loan Exit Counseling	8
Direct Loan Late Stage Delinquency Program	9
Commencement Rehearsal	10
Senior Toast	10

#### Academic Attire

**11**

Securing Academic Attire	11
Academic Regalia	12
Listing of Honors	16
Dress and Decorum	17

#### Military Graduates

**18**

#### Post-Graduation

**19**

Diploma Distribution/Transcript Requests	19
Professional Photography	19
Norfolk State University Alumni Association	20

#### Appendix: Line of March

**21**

#### Appendix 2: Important Telephone Numbers

**23**

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# Commencement Day Information

Norfolk State University's Spring 2018 Commencement will be held on campus in the William "Dick" Price Football Stadium on Saturday, May 5, 2018 (Rain site: Joseph G. Echols Memorial Hall). The processional will begin at 9:00 a.m. with the program immediately following.

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## Graduates Check-In

Graduates may begin arriving at the ticket window at the William "Dick" Price Football Stadium at 7 a.m. to pick up name cards. However, all graduates must be checked-in no later than 8:00 a.m. Graduates will be directed to the designated area(s) for student line-up in the Woods Science Building. Graduates arriving after 8:00 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.**

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## Regalia & Attire

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

Fraternities/sororities stoles, can be worn. If you are a member of multiple honors organizations, the choice of how many and which pieces of their regalia you choose to wear is up to you.

You should exercise good taste in making these decisions. 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).

Unfortunately, no extra tickets are available for this commencement ceremony.

**\*Please note: Ceremony tickets are only necessary for the rain site.**

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## Tickets & Graduation Announcements

The 102nd Commencement will be held in William "Dick" Price Football Stadium on campus. Commencement tickets are not required for entry to Price Stadium.

If there is inclement weather and the commencement ceremony is relocated to the rain site (Joseph G. Echols Memorial Hall Arena), all guests will be required to have a ticket in order to gain access to the arena. Each graduate will be given an allotment of tickets for Echols Hall at the commencement rehearsal. Distribution of rain site tickets is solely the responsibility of the graduate. Extra tickets will not be available.

In the event of inclement weather, decisions about relocating the ceremony to the rain site will be made by 6 a.m. commencement day.

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## Ticket Pick up

Graduates may pick up their tickets at commencement rehearsal on Friday, May 4. Please bring a printed copy showing that you have completed the Graduating Student Exit Survey and your Student ID.

**\*Please note: Ceremony tickets are only necessary for the rain site.**

## 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 10, 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. 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.

**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.**

## 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 **March 30, 2018**. Any May 2018 graduation candidate applications received after this date will not be listed in the commencement program. **Having your name in the commencement program does not mean your degree will be awarded.**

## PARTICIPATION IN THE COMMENCEMENT CEREMONY

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, March 30, 2018**. (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:

Wednesday, April 25 - Final grades are due to the Office of the Registrar for May 2018 graduation candidates

Wednesday, May 2 - 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, April 6, 2018.

## Photography by Guests

It is permissible for Commencement guests to photograph proceedings from the stands only. No one other than those who have been issued a "Press Pass" will be allowed to take pictures on the field.

## Inclement Weather

In case of severe weather that would alter the location of the ceremony, scheduled time, 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.

If there is inclement weather and the commencement ceremony is relocated to the rain site (Joseph G. Echols Memorial Hall Arena), all guests will be required to have a ticket in order to gain access to the arena. Each graduate will be given an allotment of tickets for Echols Hall at the commencement rehearsal. Distribution of rain site tickets is solely the responsibility of the graduate. Extra tickets will not be available.

In the event of inclement weather, decisions about relocating the ceremony to the rain site will be made by 6 a.m. commencement day.

## Venue Information & Parking

Norfolk State University's Commencement will be held on campus in the William "Dick" Price Football Stadium. Parking will be available throughout the campus. Shuttle services will transport guests from the parking lots to the stadium.

## 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 may 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 2018.

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## 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 23, 2018, 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 (757-823-8323) regarding submission of the GSES.

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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 30, 2018**. 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 you participate in commencement or not.

A Graduation Application Fee of \$30.00 is also due by **Friday, March 30, 2018**. This fee offsets the costs of processing graduation applications. These mandatory fees are separate and not related to Academic Attire fees.

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## 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 4, 11, 18, 25, 2018</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 Mr. Raymond Johnson at 823-2647 [rajohnson@nsu.edu](mailto:rajohnson@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 Monday, April 30, 2018.

### 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 4, 2018** on campus in Joseph G. Echols Memorial Hall.

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

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

## Senior Toast

The Senior Toast will take place on the Spartan Greens at 6 p.m. on **Thursday, May 3, 2018**. 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 Monday, March 19, 2018 through Friday, April 27, 2018**. 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.

Commencement Fair 2018  
Student Center, NSU Bookstore, 1st Floor  
Thursday, March 15 - 11:00 a.m. to 6:00 p.m.  
Friday, March 16 - 11:00 a.m. to 6:00 p.m.

In preparation for your Spring 2018 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 Monday, April 2, 2018 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 on the First Day of Grad Fair March 15, 2018**
- **Online Orders will be shipped directly to the address you provided**
- **\$15.95 Shipping and Handling Fee for online purchases**
- **In store orders will begin Thursday, March 15 through Saturday, May 5, 2018**

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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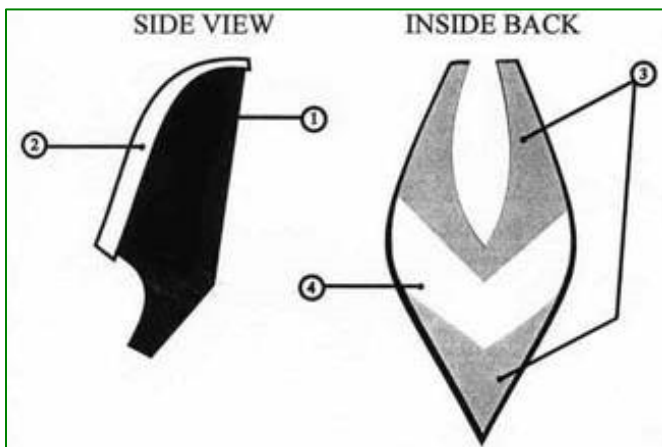
## Academic Regalia

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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:

SCHOOL/ COLLEGE	Major	Hood Color
<b>COLLEGE OF LIBERAL ARTS</b>	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
<b>COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY</b>	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
	Mathematics	Golden Yellow
	Medical Technology	Green
	Nursing	Apricot
	Physics	Golden Yellow
<b>SCHOOL OF BUSINESS</b>	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.
- ✓ 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.

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

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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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## Degree Distribution/Transcript Requests

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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](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.

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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 7:00 a.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 2018.

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!**<sup>®</sup>

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	Optical Engineering
Criminal Justice	Pre-Elementary Education
Community/Clinical Psychology	Special Education
Cybersecurity	Teaching
Electronics Engineering	Social Work
Materials Science and Engineering	Urban Affairs
Media and Communications	Urban Education
Music	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
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**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  
757-823-8323

Ticket Center 757-823-9009

Financial Aid 757-823-8381