

## December 2019 Commencement Checklist

Task	Location	Deadline	✓
<b>Purchase Academic Attire</b>	NSU Bookstore October 23 <sup>rd</sup> and 24 <sup>th</sup> GRAD FAIR <a href="http://colleges.herffjones.com/college/Norfolk">http://colleges.herffjones.com/college/Norfolk</a>	December 14	
<b>Pay \$30 Graduate Application Fee</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	November 1	
<b>Pay \$130 Commencement Fee</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	November 1	
<b>Complete Graduating Student Exit Survey</b>	The survey will be sent to your Spartan Email	TBD	
<b>Direct Loans Exit Counseling</b> November 6, 13 and 20, 2019 1:00-2:00pm & 5:30-6:30pm	Nursing & General Education Building Room 205	November 20	
<b>Perkins Loans &amp; VA State Loan Exit Counseling</b> November 6, 13 and 20, 2019 3:00-5:00pm	Nursing & General Education Building Room 205	November 20	
<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>	Student Center 138	December 12 12 p.m.	
<b>Pickup Tickets &amp; Graduation Announcements</b>  *Bring Graduating Student Exit Survey	Joseph G. Echols Memorial Hall (campus)	December 13	
<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	December 13 9 a.m.	
<b>Commencement Day!</b>	Joseph G. Echols Memorial Hall  * Please bring your student identification card - 7:00 am Name Cards Distributed - 9:00 am The Commencement ceremony begins with academic processional	December 14 7 a.m.	