



NORFOLK STATE
UNIVERSITY



COMMENCEMENT

MAY 2025 Information Booklet

Norfolk State University
700 Park Avenue | Norfolk, VA 23504
757-823-8600
www.nsu.edu

Task	Location	Deadline	✓
Deadline to apply for May 2025 Graduation	Academic Department	Friday, February 7	
Purchase Academic Attire	NSU Bookstore or http://colleges.herffjones.com/college/Norfolk	<ul style="list-style-type: none"> Sunday, February 23 (online purchase and items shipped to NSU bookstore for pick up at Grad fair) Wednesday, March 26 (online purchase and items shipped to graduate's home) Friday, May 9 (in store purchase) 	
Graduation Fair	NSU Bookstore	Wednesday, April 2 and Thursday, April 3 11 a.m. – 3 p.m.	
Pay \$30 Graduate Application Fee	Cashier's Office, Student Services Center, 2 nd floor, Room 209	Wednesday, April 30	
Direct Loans Exit Counseling Please call 757-823-8381	Financial Aid, Student Services Center 2 nd Floor, Suite 209	At least 2 weeks before graduation	
Perkins Loans & VA State Loan Exit Counseling Please call 757-823-8381	Financial Aid, Student Services Center 2 nd Floor, Suite 209	At least 2 weeks before graduation	
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	Spartan Greens Call the Office of Alumni Relations for more details. 757-823-8135	Thursday, May 8 6 p.m.	
Pickup Tickets & Graduation Announcements	Joseph G. Echols Memorial Hall	Friday, May 9 9 a.m.	
Attend Commencement Rehearsal	Joseph G. Echols Memorial Hall * Please bring your academic hood to the rehearsal and picture ID to the rehearsal	Friday, May 9 9 a.m.	
Commencement Day!	Joseph G. Echols Memorial Hall * Please bring your picture ID - 7:00 a.m. Name Cards Distributed - 9:00 a.m. The Commencement ceremony begins with academic processional	Saturday, May 10 7 a.m.	



COMMENCEMENT DAY INFORMATION

Commencement Day Information

Norfolk State University's Spring 2025 Commencement will be held on campus in William "Dick" Price Stadium on Saturday, May 10, 2025. The processional will begin at 9:00 a.m. with the program immediately following.

Graduates Check-In

Graduates may begin arriving at the ticket window at the William "Dick" Price 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.*

Regalia & Attire

Full academic regalia (cap, gown, tassel, and hood) is required for those participating in the academic processional. Graduates should refrain from bringing personal items (i.e. purses, bags, cell phones and other electronic devices). Please also plan to wear appropriate, professional attire and comfortable shoes. (No Athletic Gear).

Attire: Professional dress: suit, button down shirt, tie, skirts and/or slacks, dress shoes; dark colors to match green robes; modest heel height strongly recommended.

Ceremony Expectations

All graduates are expected to remain until the end of the program and process out of Price Stadium in an orderly manner. Graduates must remain in assigned seats to ensure that the correct degree is received.

Graduates and all guests are expected to celebrate respectfully and exhibit respectful behavior at all times.

Tickets & Graduation Announcements

Commencement will be held on the campus in William "Dick" Price Stadium. No tickets are not required for William "Dick" Price Stadium. Seating is first come, first served. Each graduate will receive **six (6) rain tickets** for the ceremony in the event of

inclement weather. All guests from ages 2 and over must have a ticket to enter Echols Hall. No extra tickets are available. Guests must secure tickets from their graduate. Graduates do not need a ticket for the ceremony. **Tickets are only necessary in the event of inclement weather and the ceremony being moved into Echols Hall.**

Ticket Pick up

Graduates may pick up rain tickets at the commencement rehearsal on Friday, May 9th. Picture ID is required in order to retrieve tickets. **Tickets are only necessary in the event of inclement weather and the ceremony being moved into Echols Hall.**

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.

B. **Hooding** – Only doctoral degree candidates will be hooded during the commencement ceremony. All other candidates should arrive at commencement ceremony in full academic regalia (cap, gown, hood, and tassel.) ***Candidates should bring academic hoods to the 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 degree. (Spacing will be supervised by designated marshals). Upon proceeding to the stage, graduates will receive their degree from the University Registrar and pass the name card to the Reader. Once the student's name is called, graduates will proceed to the President for handshake and picture. 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 ceremony has concluded, graduates will follow designated marshals back to the assembly area.

D. **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**,

April 11th. Any 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 conferred.

Venue Information & Parking

Norfolk State University's Commencement will be held on campus in William "Dick" Price Stadium. Stadium gates will open to the general public at 7 a.m. Parking will be available throughout the campus. Shuttle services will be provided from the parking lots to the commencement venue. Shuttles begin at 7 A.M.

- ✓ All parking lots will be open and available for guests except for Lot 8 at Echols Hall.
- ✓ Limited handicapped parking will be available to guests on a first come, first serve basis. Lots 9, 11 & 12 have been designated as handicapped lots for the commencement ceremony. Once these lots reach capacity, guests will be directed to other lots for parking. To gain access to the designated handicapped parking lots, enter the NSU Campus via Gate 8 (located off Ballentine Ave and/or MiddleTowne Arch).
- ✓ Shuttle services will be available to transport guests to/from parking lots to Price Stadium. Guests will have to walk to the nearest shuttle stop for pick-up. Shuttles services will begin at 7 a.m.



Information for **GUESTS** attending the Commencement Day Ceremony

Ceremony Venue

The 114th Commencement Ceremony will be held in William “Dick” Price Football Stadium. Joseph G. Echols Memorial Hall Arena will serve as the rain site. The stadium gates will open to the general public at 7:00 a.m. No tickets are required for Price Stadium. **Tickets are only required if the ceremony is moved inside due to inclement weather.** All guests ages 2 and older must have a ticket to enter Echols Hall.

Tickets

Each graduate will receive six (6) rain tickets for the ceremony. All guests from ages 2 and over must have a ticket to enter Echols Hall. No extra tickets are available. Graduates do not need a ticket for the ceremony. Again, as long as the ceremony remains in the stadium, tickets will not be needed.

Guest Seating

Seating is available on a first come, first served basis. No saving of seats is permitted. All guests will be required to sit in the bleachers of the stadium. Only graduates, faculty, and working commencement staff are allowed on the field. Handicapped seating will be available in the designated areas around the stadium.

Masks

Face masks are not required for anyone attending the commencement ceremony. However, guests may choose to continue to wear masks at their own discretion. Please respect the masking decisions of all patrons.

Safety and Security

For the safety and security of all participants and attendees, all guests will be required to enter through security check points. Guests will be subject to metal detectors and/or wandering upon entry into the stadium. For a safe and smooth entry into the graduation area, it is recommended to use clear see-through bags and small clutch bags that are approximately the size of your hand. No weapons of any kind are permitted on campus. The following items are prohibited and should not be brought to campus: noise makers, confetti, balloons, inflatables, wrapped packages, placards/signs, backpacks, firearms, weapons including fireworks, firearms, sticks, clubs, knives of any length, and other weapons. **Please do not bring any prohibited items.**

Bag Policy

NSU strongly encourages guests to not bring any type of bags. However, guest can bring the following style and size bag, package, or container:

- Bags that are clear plastic, vinyl or PVC and do not exceed 12" x 6" x 12." No buckles, grommets/hardware or decor can conceal any part of the bag. The bag must be all clear.
- One-gallon clear plastic freezer bag (Ziploc bag or similar).
- Small clutch bags, approximately the size of a hand, with or without a handle or strap can be taken into the arena with one of the clear plastic bag options. ***Please note that all bags are subject to search by NSU Police.**

Alternate Ceremony Viewing Options

On campus viewing option: L. Douglas Wilder Performing Arts Center. Doors open at 7:30 a.m. No tickets are needed for the Wilder Center.

Off campus viewing option: Guests may view the ceremony at www.nsu.edu.

Parking

Norfolk State University makes every effort to accommodate guests with mobility challenges. We want our patrons to have positive memorable on-campus experience. Parking attendants will be on hand to provide assistance and guidance.

- All parking lots will be open and available for guests except for Lot 8 at Echols Hall.
- Limited handicapped parking will be available to guests on a first come, first serve basis. Parking will not be available at Price Stadium.
- Lots 9, 11 & 12 have been designated as handicapped lots for the commencement ceremony. Once these lots reach capacity, guests will be directed to other lots for parking. To gain access to the designated handicapped parking lots, enter the NSU Campus via Gate 8 (located off the Ballentine Ave and/or MiddleTowne Arch).
- Shuttle services will be available to transport guests to/from parking lots to Price Stadium. Guests will have to walk to the nearest shuttle stop for pick-up. Shuttles services will begin at 7 a.m.

NOTE: Please be advised that it is a lot of walking; therefore, it is recommended that guests with mobility challenges use walking assistive devices such as wheelchairs, scooters, etc. to and from Price Stadium.

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, call the University operator at (757) 823-8600, listen to WNSB 91.1 FM, or tune in to WNSU Channel 47.

All guests will be required to have a ticket in order to gain access to the inclement weather location. Each graduate will be given six (6) rain tickets at the commencement rehearsal. Distribution of commencement rain tickets is solely the responsibility of the graduate. Extra tickets will not be available.

In the event of inclement weather, decisions about the ceremony will be made no later than **6 a.m. commencement day**.

Hotel Information

Many establishments may provide a discounted rate for visitors attending NSU commencement. Be sure to inquire with the reservation agent. To assist family and friends with their accommodation needs, the following list of hotels has been provided:

Hotels closest proximity to campus		
<i>Less than 2 miles</i>		
Courtyard Norfolk Downtown 520 Plume Street Norfolk, VA 23510 757-963-6000	Norfolk Waterside Marriott 235 E Main Street Norfolk, VA 23510 757-627-4200	Sheraton Norfolk Waterside 777 Waterside Drive Norfolk, VA 23510 757-622-6664
Hilton Norfolk The Main 100 East Main Street Norfolk VA 23510 757-763-6200		
<i>Less than 5 miles</i>		
CandleWood Suites Norfolk Airport 5600 Lowery Road Norfolk, VA 23502 757-605-4001 888-226-3539		
<i>Less than 10 miles</i>		
Aloft Chesapeake 1454 Crossways Blvd Chesapeake, VA 23320 757-410-9562	Crowne Plaza Virginia Beach Town Center 4453 Bonney Road Virginia Beach, VA 23462 877-270-1393	Holiday Inn Virginia Beach- Norfolk Hotel and Conference Center 5655 Greenwich Road Virginia Beach, VA 23462 757-499-4400
Norfolk Marriott Chesapeake 725 Woodlake Drive Chesapeake, VA 23320 757-523-1500		



Preparing for the Ceremony

Participation in the Commencement Ceremony

Only those students who have been conferred will be allowed to participate in commencement. Degrees will be distributed during 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.

Commencement Fees

All degree candidates are required to pay the mandatory \$30 graduation application fee. The payment deadline is Wednesday, April 30th. (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 30 - Final grades are due to the Office of the Registrar for Spring 2025 graduation candidates.

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. All questions should be directed to the Office of the Registrar at 757-823-8377 or registrar@nsu.edu.

Commencement Rehearsal

Norfolk State University's Commencement Rehearsal will be held at 9 a.m. on Friday, May 9, 2025 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. Graduates should bring picture ID and their hood.

Senior Class Toast

The Senior Class Toast will be held at **6 p.m. on Thursday, May 8** on the Spartan Greens outside of the Student Center. Tickets pick up and all other information regarding the Senior Class Toast will be disseminated by the Office of Alumni Relations. For more information, please call 757-823-8135.

Academic Attire

Full academic regalia (cap, gown, tassel, and hood) is required for those participating in the academic procession. 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 specific attire pertinent to NSU graduates.

In preparation for 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.

Honor stoles are worn by graduates receiving associate and bachelor's degrees ONLY. Graduates' names must appear on the honors list provided by the Registrar's Office prior to purchase. **Please note: Master's degree candidates and Ph.D. candidates do not receive honor designations. Therefore, honor stoles are not worn for graduate degree candidates.**

Online orders will begin on the first day of Grad Fair.

- Online Orders will be shipped directly to the address provided
- \$15.99 Shipping and Handling Fee for online purchases

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.

Graduation Fair

The NSU Bookstore will host the Graduation Fair in conjunction with Herff Jones from 11 a.m. – 3 p.m. **on Wednesday, April 2 and Thursday, April 3.** For more information regarding the Graduation Fair, please call the NSU Bookstore at 757-823-2037 or visit www.norfolkstate.bncollege.com.

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 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. 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.

Please contact the Office of Financial Aid at (757) 823-8381 or financialaid@nsu.edu for all Ford Direct Student Loans and Mr. Raymond Johnson at (757) 823-2647 rajohnson@nsu.edu in the Office of Student Accounts for Virginia State Student Loans – VSSL and/or Federal Perkins Loans..

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.

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).

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 green 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.

Ordering the Correct Regalia

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

Doctoral Degree Candidates: Green Tam/Gold Tassel/Green Gown/Doctorate Hood

Norfolk State University awards the Doctor of Philosophy 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.)	
Clinical Psychology	White
Materials Science and Engineering	Ph.D. Blue or Orange
Social Work	Ph.D. Blue or Citron

Master's Degree Candidates: Green Cap/Green Tassel/ Green Gown/Hood

The green 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
Cyberpsychology	Blue
Cybersecurity	Orange
Electronics Engineering	Orange
Healthcare Administration	Peacock Blue
Media and Communications	Crimson
Music	Pink

Special Education	Light Blue
Urban Affairs	Blue Violet
Urban Education	Light Blue
Visual Studies	Brown
Social Work	Citron

Bachelor's Degree Candidates: Green Cap/Tassel/Green 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 the tassel is moved to the left, signifying the conferring of the degree.

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

SCHOOL/ COLLEGE	Major	Hood Color
	Drama and Theater	Brown
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
	Biology	Golden Yellow
	Building Construction Technology	Orange

COLLEGE OF SCIENCE, ENGINEERING, AND TECHNOLOGY	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
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
SCHOOL OF SOCIAL WORK	Social Work	Citron

Associate Degree Candidates: Green Cap/Tassel/Green Gown

The cap is worn parallel to the floor. Candidates should wear tassels forward and to the right. When directed during the ceremony, 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.

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 tassels on the right side of their hats. Graduate students always wear their tassels on the left side 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.
- Professional and/or business attire should be worn under robes.
- 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.

Degree Distribution/Transcript Requests

Degrees will be distributed during 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 \$3.00 per copy for in-person or mailed requests, and \$5.50 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 cover. 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.

Important Telephone Numbers

NSU Campus Information 757-823-8600 www.nsu.edu	Office of Alumni Relations 757-823-8135 https://alumnirelations.nsu.edu/
Bookstore 757-823-2037 https://norfolkstate.bncollege.com/	Office of the Registrar (Transcripts) 757-823-8229/8377 https://www.nsu.edu/registrar
Career Services 757-823-8462 https://www.nsu.edu/career-services	School of Graduate Studies and Research 757-823-8015 https://www.nsu.edu/sgsr/contact-us
Commencement Event Questions 757-823-8323 www.nsu.edu/commencement	Student Accounts 757-823-9293 https://www.nsu.edu/studentaccounts
Financial Aid 757-823-8381 https://www.nsu.edu/financial-aid/information	Ticket Office 757-823-9009 https://nsuspartanstickets.universitytickets.com/w/