

## May 2024 Commencement Checklist

Task	Location	Deadline	✓
<b>Purchase Academic Attire</b>	NSU Bookstore or <a href="http://colleges.herffjones.com/college/Norfolk">http://colleges.herffjones.com/college/Norfolk</a>	Friday, April 5 (online) Friday, May 3 (in store)	
<b>Pay \$50 Graduate Application Fee</b>	Cashier's Office, Student Services Center, 2 <sup>nd</sup> floor, Room 209	At least 2 weeks before graduation	
<b>Pay Commencement Fee</b>	The Commencement Fee is waived at this time	N/A	
<b>Direct Loans Exit Counseling</b> Please Contact 757-823-8381	Financial Aid, Student Services Center, 2 <sup>nd</sup> Floor, Suite 209	At least 2 weeks before graduation	
<b>Perkins Loans &amp; VA State Loan Exit Counseling</b> Please Contact 757-823-8381	Financial Aid, Student Services Center, 2 <sup>nd</sup> Floor, Suite 209	Contact Raymond Johnson 823-2647	
<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>	Thursday, May 2 on Spartan Greens Contact the Office of Alumni Relations and Annual Giving for more details. 757-823-8135.	Thursday May 2 12:00pm	
<b>Attend the Graduation Fair</b>	March 26th and 27th Location: NSU Bookstore Contact the University Bookstore for more details. (757) 823-2037	Tuesday March 26th 11:00am - 2:00pm Wednesday March 27th 2:00pm - 5:00pm	
<b>Attend Commencement Rehearsal &amp; Pickup Rain Tickets</b>	Joseph G. Echols Memorial Hall (campus) * Please bring your academic hood to the rehearsal and student identification card to the rehearsal	Friday, May 3 9 a.m.	
<b>Commencement Day!</b>	* Please bring your student identification card - 7:00 am Name Cards Distributed - 9:00 am The Commencement ceremony begins with academic processional	Saturday, May 4 7 a.m.	