



SUMMER 2009 CANDIDATES FOR GRADUATION



Congratulations as you near completion of your degree from Northwestern State University. Northwestern does not hold a formal commencement ceremony in the summer. However, as a summer graduate you are invited to participate in the fall commencement ceremonies. There are two ceremonies scheduled on Friday, December 18, 2009.

SUMMER 2009 CANDIDATES IMPORTANT DATES

December 4, 2009

Since it is not a requirement that you participate in fall commencement, you must notify the University Registrar's Office in writing no later than December 4 in order for your name to be added to the seating arrangement.

A letter will be mailed to all summer graduates on October 26, 2009. Please complete and return the card enclosed with the letter to the University Registrar's Office by December 4, 2009, so that you can be added to the marching list. Since attendance is not mandatory, you will not be added to the seating arrangement if you do not return the card or notify the University Registrar in writing by December 4, 2009. An [attendance form](#) is also included with this information that can be used for this purpose.

Please carefully read the following information to determine important dates and times for all activities.

**Northwestern State University of Louisiana
University Registrar's Office
Natchitoches, LA 71497**

Telephone (318) 357-6171 or 1-800-807-8849

FAX (318) 357-5823

COMMENCEMENT EXERCISES

Summer and fall 2009 commencement exercises will be held Friday, December 18, 2009, in Prather Coliseum at the times listed below. You must report **promptly** at the times and places listed. This information and instructions for the ceremony will be mailed to each student on October 26, 2009. Please make sure your address with NSU remains correct. *There is no practice for commencement.*

Friday, December 18, 2009

9:00 AM The following colleges meet at Prather Coliseum to line up for the ceremony that begins at 10:00 AM:

Graduate School – East Concourse
College of Education – East Concourse
College of Liberal Arts – West Concourse
College of Nursing – West Concourse

10:00 AM Commencement ceremony for the following colleges:

Graduate School
College of Education
College of Liberal Arts
College of Nursing

1:00 PM Commencement Reception at the President's home. Guests are welcome to attend.

2:00 PM The following colleges meet at Prather Coliseum to line up for the ceremony that begins at 3:00 PM:

College of Business – East Concourse
Louisiana Scholars' College – East Concourse
College of Science and Technology – West Concourse
University College – West Concourse

3:00 PM Commencement ceremony for the following colleges:

College of Business
Louisiana Scholars' College
College of Science and Technology
University College

College Recognition Ceremonies: Each college will be holding individual recognition ceremonies or receptions on the day of commencement. Each college will send you information about their activities. You should contact your major college for additional information.

COMMENCEMENT RECEPTION

All candidates for graduation and their guests are cordially invited to attend a reception honoring summer and fall 2009 graduates. The reception will be held at the President's home between 1:00 PM and 2:00 PM on Friday, December 18, 2009. The reception is informal and guests are welcome.

ACADEMIC ATTIRE

All candidates participating in the commencement exercises must be in the appropriate academic attire. Contact the campus bookstore at (318) 357-4473 or by email at <http://nsula.bncollege.com/webapp/wcs/stores/servlet/BNCBLocationAndContactView?langId=-1&storeId=58051&catalogId=10001> for information on purchasing caps and gowns. The campus bookstore will be open the day of commencement.

At Northwestern State University, students earning bachelor degrees wear black tassels and students earning associate degrees wear gold and black tassels.

The hoods of the candidates for advanced Northwestern State University degrees (Masters and Specialists) are lined with the colors of the University, purple and white. The colors of the edging of hoods and tassels of the mortarboards are representative of the degree as follows:

Arts, Letters, and Humanities	White
Education	Light Blue
Music	Pink
Nursing	Apricot
Science	Golden Yellow

DRESS FOR COMMENCEMENT

Women should wear black dresses or pants and black shoes. Men should wear black suits or black trousers, black shoes, dark ties, and white shirts.

Important note: The Phi Kappa Phi medallion, Blue Key and Purple Jackets honor cords, honor medallions, honor stoles, and academic honor cords are the only items that you are authorized to wear on your gown. You will not be allowed to participate in the commencement ceremonies with any unauthorized items on your gowns or caps.

SPECIAL HONORS

All undergraduate bachelor degree candidates who meet the criteria for special honors will be given a medallion when they report to the coliseum for their ceremony. Please refer to the information for [Graduation with Special Honors](#).

PHI KAPPA PHI

All members of the fraternity may wear the Phi Kappa Phi medallion presented to them at initiation. Please bring your medallion with you to the ceremony. (Note: Phi Kappa Phi is a national honor society. Members will be listed in the commencement program. Membership in Phi Kappa Phi does not signify graduation with special honors.)

COMMENCEMENT INVITATIONS

Commencement invitations may be purchased through the campus bookstore (318-357-4473) or directly from Jostens online at <http://college.jostens.com/jostens/college/index.jsp>.

PLEASE MAKE SURE YOU SPECIFY THE CORRECT COLLEGE YOU ARE IN WHEN ORDERING INVITATIONS. If you are unsure of your college, you may contact the University Registrar's Office.

DIPLOMAS

The graduation date for summer was August 14, 2009. Diplomas were mailed to summer graduates shortly after August 14, 2009.

If you participate in the fall commencement ceremony, you will be given another diploma cover when you are presented on stage December 18, 2009. Please leave this diploma cover in your chair when you leave the coliseum.

COLISEUM DIAGRAM

Coliseum Diagrams: Please refer to the following diagrams of Prather Coliseum to determine where your college lines up for the processional in the concourse areas, where your college will be seated on the coliseum floor, and the directional arrows for the stage presentation. Please keep this information for future reference and review before the ceremony.

GRADUATION WITH SPECIAL HONORS (Bachelor Degree Candidates Only)

Scholastic honors represent the highest form of recognition that can be bestowed upon a student by a university. As a means of acknowledging the efforts and accomplishments of students whose scholastic performance is most worthy, Northwestern State University is pleased to grant special distinction to graduating seniors who meet or surpass the standards described below.

Students who have an **overall** grade point average of at least 3.50 and through 3.699 will be recognized as graduating *cum laude*. Those with a grade point average of at least 3.70 and through 3.899 will graduate *magna cum laude*. Those with a grade point average of 3.90 or higher will graduate *summa cum laude*.

1. All grades earned, including all grades earned in repeated courses, are used in computing eligibility for Special Honors. That is, grades for repeated courses have to be added back into totals and recalculated into the grade point average.
2. Students will be eligible for academic honors as justified by the **entire** academic record, which includes courses taken prior to the declaration of Academic Bankruptcy.
3. Special exams and CLEP hours **cannot** be used in computing eligibility for special honors, nor can they be used to reduce residency requirements.

Students graduating with Special Honors (e.g. *cum laude*, *magna cum laude*, and *summa cum laude*) are recognized at commencement in the following ways: name printed in the commencement program, wear medallion that will be provided at the ceremony, honor noted on diploma, and recognized by group during the ceremony. Please stand to be recognized as the name of your special honor group is defined and announced by the Provost and Vice President for Academic and Student Affairs. Be seated after your group is recognized.

When you go across the stage to receive your diploma cover, your academic dean will read the following from your commencement card: name, special honor, and GPA (for 4.0 only). These items will be read according to the following guidelines:

1. Students graduating with the highest GPA within each college and a perfect 4.0 GPA: Academic dean will read name, special honor, GPA, and indicate that these students are graduating with the highest GPA within that college.
2. Students graduating with the highest GPA within each college and have less than a 4.0 GPA: Academic dean will read name, special honor, and indicate that these students are graduating with the highest GPA within that college.
3. Students graduating with Special Honors: Deans will read name of student and special honor.

***SUMMA CUM LAUDE*: IMPORTANT NOTE - PICTURES**

Student's graduating *summa cum laude* (cumulative GPA 3.90 or higher) must report to the coliseum on time to receive their medallions and take pictures before the ceremony. Please report promptly to the coliseum at 9:00 AM, or 2:00 PM, to receive your medallion; then, go immediately to the N'Club Room at the front of the coliseum for pictures. You must be on time to have your picture taken with President Webb.

COMMENCEMENT CEREMONY INSTRUCTIONS

There is no practice for commencement. Please read and carefully follow these instructions. Please keep these instructions for future reference and review before the ceremony.

- 1. CAPS AND GOWNS:** When you purchase your cap and gown, be sure to specify the type of degree you are receiving, your major, and college. Graduate students must also purchase a hood to wear with the gown. Be sure to secure collars with thread or pins, and your cap with hairpins. Graduate students who need help putting the hood on should arrive at their assigned area in the coliseum **promptly** at the time designated to allow time for someone to assist them.
- 2. COMMENCEMENT CARDS:** A commencement card with your name and address on it will be given to you when you report to your college at the coliseum. Please complete the information on the reverse side of the card for photographer identification purposes. Write the phonetic spelling of your name on the front as indicated if your name has ever been mispronounced. If you are receiving special honors (*summa cum laude*, *magna cum laude*, or *cum laude*), this information will be printed on your card. You must have the card to go across the stage. This is used to read your name as you cross the stage.
- 3. LINING UP:** Standards will be placed in the concourse areas of the coliseum. You will be lined up by rows within your college. Each new row starts at a standard when lining up. The first person of each row will line up first behind a standard; the last person of a row will line up last. There will be staff members (in purple NSU shirts) to assist at each college.
- 4. HIGHEST GPA'S (Bachelor Degree Candidates only):** The student with the highest GPA from each undergraduate college will lead their respective college into the coliseum and will sit on stage during the ceremony. As soon as you are told you are the highest GPA, please report to the staff member at the front doors entering the arena floor. You will be given directions at this time.
- 5. SPECIAL HONORS (Bachelor Degree Candidates only):** Students who are graduating with special honors (*summa*, *magna*, and *cum laude*) will be given a medallion with instructions when reporting to your college line-up area at the coliseum. Students graduating *summa cum laude* must report promptly to the N'Club Room located at the front of Prather Coliseum at 9:00 AM or 2:00 PM to take pictures before the ceremony. **YOU MUST BE ON TIME TO HAVE YOUR PICTURE TAKEN WITH PRESIDENT WEBB (*summa cum laude* only).**

RECOGNITION DURING CEREMONY: Please stand as a group when the Provost and Vice President for Academic and Student Affairs announces your special honors group.
- 6. PROCESSIONAL INTO COLISEUM:** Ushers will lead the students following the faculty. When you reach your row of chairs inside the coliseum, be sure to move down your row to allow room for everyone to fill the row. The first person behind a standard should go all the way to the outside seat of the row; the last person will take the last inside seat of the row. Do not skip chairs. **Please follow the directions of the ushers helping you.**
- 7. COMMENCEMENT PROGRAM:** A commencement program will be placed in your chair. Please note that an asterisk is listed in the program beside the names of honor roll undergraduate students with a cumulative 3.0 or higher GPA and graduate students with a 4.0 GPA in their degree program. Please stand as a group when asked to do so by the Provost and Vice President for Academic and Student Affairs.
- 8. GRADUATE STUDENTS:** Specialist degree candidates will be the first ones to go across the stage. Master degree candidates must pause at the ramp until the Graduate Dean has finished calling all specialist degree candidates. Be sure to take your commencement card to stage with you.

- 9. UNDERGRADUATE STUDENTS:** You will be escorted to the stage by an usher. Be sure to take your commencement card with you when you go to the stage. You must present the card to the person assisting your academic dean as you come up to the podium. The card will be used to call out your name and any special honors you have received.

When you are escorted to the stage, **the first person in line for a college must stop at the bottom of the ramp to the stage.** When the emcee announces the dean to be presenting diplomas, go immediately up the ramp to the stage. Allow the student with the highest GPA within your college to take his/her place in front of the first person in the line. There will be a photographer on stage to take a picture of you shaking Dr. Webb's hand. A photographer will also take a picture of each graduate at the bottom of the stage ramp when you exit the stage. Please watch for their directions when you exit the stage as this moves very quickly. Be seated when you return to your chair.

- 10. DIPLOMA COVER:** When you cross the stage, you will be handed an empty diploma cover. Your diploma was mailed to you in August. Please leave the cover in your chair when you leave the coliseum.

- 11. RECESSIONAL:** **The stage party will exit the coliseum first.** Following the stage party, a Purple Jacket and Blue Key member will lead the graduates from the auditorium beginning at the front of the candidate seating. Please follow the leader to the concourse area where you lined up and exit the coliseum through the side doors.

- 12. COMMENCEMENT VIDEO:** A video will be made of the commencement program. An [order form](#) for the video is provided with this information. Questions about videos should be directed to the Journalism Department at (318) 357-4425 or journalism@nsula.edu.

- 13. COMMENCEMENT PICTURES:** There will be no picture taking from the arena floor. During the ceremonies, a photographer will be taking pictures as you shake hands with President Webb and again at the bottom of the ramp as you leave the stage. These pictures may be purchased from the photographer. The commencement card with your name and address will be given to him. The photographer will mail you a proof, prices, and information about ordering pictures. You are under no obligation to purchase these pictures.

- 14. GUEST SEATING:** There is available seating for your guests in the bleacher areas on each side of the coliseum.

Please note: Your guests should be seated no later than 9:45 AM or 2:45 PM, and must remain seated during the ceremony. Guests are not permitted to stand in the aisles or lean on the guardrails.

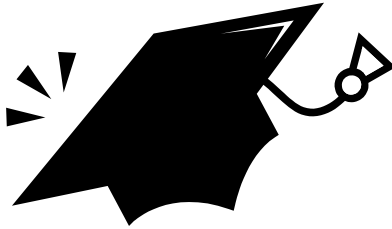
Please have all guests meet you outside after the ceremony. You will be exiting to the side of the coliseum where you line up.

Handicapped Seating: Purple Jacket and Blue Key members will be standing at the doors of the arena to assist with seating. There will be chairs on the arena floor for those handicapped guests who cannot access the bleacher area. If you have a guest in a wheelchair that needs to be seated in the arena, please inform a Blue Key or Purple Jacket member to assist them.



NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA
Natchitoches, LA 71497

University Registrar's Office
Telephone (318) 357-6171
or 1-800-807-8849
FAX (318) 357-5823



**SUMMER 2009 GRADUATE
COMMENCEMENT ATTENDANCE FORM**

**To: University Registrar's Office
Northwestern State University**

Complete the information below if you plan to participate in commencement exercises. Return to the Registrar's Office by December 4, 2009.

_____ **I will participate in the fall 2009 commencement exercises on December 18, 2009.**

NAME (PLEASE PRINT)

STREET ADDRESS

CITY, STATE, AND ZIP

**RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY
DECEMBER 4, 2009.**

**The form may be faxed to (318) 357-5823 or
Mailed to NSU University Registrar's Office,
Room 108 Roy Hall, Natchitoches, LA 71497.**

Signature

Date

Student ID Number

Email Address

A Day to Remember Forever

Fall 2009

Commencement Exercises



Reserve a DVD that chronicles the 2009 Fall Commencement ceremony. This special keepsake or gift for that special graduate is **only \$20**, including shipping. The Department of Journalism at Northwestern will professionally record the ceremony and produce the DVD.

Don't miss a single minute of this ceremony that recognizes your academic achievements. Simply detach and complete the bottom of this form. Send a check or money order payable to **Best of Journalism** for \$20. Please specify the requested ceremony: 10 a.m. or 3 p.m. Please allow 8-12 weeks for delivery.

Mail check to:

NSU Department of Journalism
Graduation DVD
P.O. Box 5273 NSU
Natchitoches, LA 71497

Detach and mail with check

*Please reserve my copy of the 2009 Fall Commencement DVD and mail to the address provided below. A check or money order payable to **Best of Journalism** for \$20 for each DVD is enclosed.*

Name _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ **Please Circle: 10 AM 3 PM**

*A service of the Department of Journalism
Northwestern State University
Natchitoches, LA 71497
(800) 256-8025*



Restrooms

Restrooms

STAGE

Orchestra

PLEASE NOTE:
STAGE PARTY EXITS
FIRST!

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F
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Graduate
Studies

Graduate
Studies

Education

Education

Liberal
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Liberal
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Nursing

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Graduate
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10:00 AM

Chairs for
Handicapped
Seating

Chairs for
Handicapped
Seating

Nursing

Liberal
Arts

Faculty

Educ.

WEST
CONCOURSE

EAST
CONCOURSE

Restrooms

N' Club Room

PRATHER COLISEUM

Basketball Offices

Restrooms

Restrooms

STAGE

Orchestra

PLEASE NOTE:
STAGE PARTY EXITS
FIRST!

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Business

Business

Scholars'
College

Scholars'
College

Science &
Technology

Science &
Technology

University
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Guest
Seating

Guest
Seating

Business

3:00 PM

Chairs for
Handicapped
Seating

Chairs for
Handicapped
Seating

Univer.
College

Science
& Tech.

Faculty

Scholars

WEST
CONCOURSE

EAST
CONCOURSE

Restrooms

N' Club Room

PRATHER COLISEUM

Basketball Offices