Congratulations as you near completion of your degree from Northwestern State University. Northwestern has scheduled two ceremonies for spring on Friday, May 10, 2013. Please carefully read the following information to determine important dates and times for all activities.

**SPRING 2013 CANDIDATES**  
**IMPORTANT DATES**

**March 1, 2013**  
**Application Deadline:** The deadline for undergraduate and graduate students to apply for spring 2013 graduation is March 1, 2013.

**How to Apply to Graduate:** Click on “How to Apply to Graduate” at http://registrar.nsula.edu/assets/Uploads/HOW-TO-APPLY-TO-GRADUATE.pdf for instructions for logging into your secure account to complete the application.

**Application for Graduation:** Click on “Application for Graduation” at https://nsuconnect.nsula.edu:4445/prod/twbkwbis.P_WWWLogin and log into your secure account through NSUConnect. Follow the instructions under “How to Apply to Graduate.”

**April 12, 2013**  
**Graduate School:** The deadline for paper defenses for Graduate School candidates graduating in the spring 2013 semester is 12:00 noon, Friday, April 12, 2013.

**April 26, 2013**  
**Attendance:** Participation in commencement on May 10, 2013, is mandatory for spring graduates. If a problem arises and you are unable to attend, notify the University Registrar's Office in writing no later than April 26, 2013. Please list your full name, campus wide ID number or social security number, the address to which you want your diploma mailed, and sign your statement. Mail or fax the notice to the University Registrar’s Office. Contact information is listed below. A form letter is included with this information for your convenience.

**Graduate School:** The deadline for graduate students for submission of theses, papers in lieu of thesis, comps reports, and transfer credits is 12:00 noon on April 26, 2013. All documentation must be received by this date or your name will be removed from the list of degree candidates and you must reapply for graduation.

**May 3, 2013**  
The deadline for removing ALL holds on your academic record at NSU (Campus Police, Library, Business Affairs, Registrar’s Office, etc.) is May 3, 2013. You can graduate and receive your diploma if you owe the University money, but you will not be allowed to receive an official transcript from NSU until the debt is cleared. The amount owed should be paid by 12:00 noon on May 3, 2013, to avoid delays.

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

Spring 2013 commencement exercises will be held Friday, May 10, 2013, in Prather Coliseum at the times listed below. You must report promptly at the times and places listed. There is no practice for commencement.

Friday, May 10, 2013

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

   Graduate School — College of Arts and Letters
   College of Education and Human Development
   College of Arts and Letters — all bachelor and associate degrees
   Louisiana Scholars’ College
   College of Education and Human Development — all bachelor degrees

10:00 AM Commencement ceremony for the following colleges:

   Graduate School — College of Arts and Letters
   College of Education and Human Development
   College of Arts and Letters — all bachelor and associate degrees
   Louisiana Scholars’ College
   College of Education and Human Development — all bachelor degrees

1:00 PM Commencement Reception at the President’s home from 1:00 – 2:00 p.m. 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:

   Graduate School — College of Nursing and Allied Health
   College of Nursing and Allied Health — all bachelor and associate degrees
   College of Science, Technology, and Business — all bachelor and associate degrees

3:00 PM Commencement ceremony for the following colleges:

   Graduate School — College of Nursing and Allied Health
   College of Nursing and Allied Health — all bachelor and associate degrees
   College of Science, Technology, and Business — all bachelor and associate degrees

College Recognition Ceremonies: Some colleges will be holding individual recognition ceremonies and/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 spring 2013 graduates. The reception will be held at the President’s Home between 1:00 p.m. and 2:00 p.m. on Friday, May 10, 2013. The reception is informal and guests are welcome.

ACADEMIC ATTIRE

All candidates participating in the commencement exercises must be in the appropriate academic attire. Caps and gowns should be ordered and shipped to you prior to commencement. Contact the campus bookstore at (318) 357-4473 for information on purchasing caps and gowns, or go online at http://college.jostens.com/jostens/college/index.jsp to order directly from Jostens. The campus bookstore will be open the day of commencement.

SPECIAL NOTE: All bachelor and associate degree candidates are required to purchase honor cords representing the college from which they are graduating. Bachelor degree candidates purchase two cords and associate degree candidates purchase one cord. Be sure to purchase these along with your cap and gown.

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 (NO STILETTO HEELS). Men should wear black suits or black trousers, black shoes, dark ties, and white shirts.

IMPORTANT NOTES:

- Stiletto heels are not allowed on the Coliseum floor.
- 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.

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.

SPRING GRAD FEST

The Northwestern State University Alumni Association and the University Bookstore will be hosting Grad Fest on Tuesday, February 19, 2013, from 10:00 a.m. until 4:00 p.m. in the Student Union Ballroom. During this special one day event you will be able to order your announcements, cap and gown, and class ring, as well as take advantage of other events.

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.)

DIPLOMAS

Diplomas are given to graduates immediately following each commencement ceremony. University Registrar’s Office staff members will be in the concourse areas on each side of the coliseum to distribute diplomas. Please exit the coliseum to the same concourse where you lined up for the processional. Graduates must personally pick up their diplomas; diplomas will not be given to children, parents, or other individuals. A miniature diploma (wallet size) will be enclosed with the large diploma; please be careful opening and removing the diploma so that it is not lost.

Note: If you do not participate in the commencement ceremony, your diploma will be mailed to you. You must send a letter to the University Registrar’s Office stating that you will not attend. The letter must include your name, campus wide ID number or social security number, signature, and mailing address for your diploma (a form letter is included with this information for your convenience). Graduates who do not participate in the commencement ceremony may not pick up their diploma.

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**

Students 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. Undergraduate students must purchase color cords representing their college. Graduate students must 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 will be given to you when you exit the coliseum at the conclusion of the ceremony.

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 NSU TV at (318) 357-4417.

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. Handicapped seating for those guests who cannot access the bleachers is on the first row of the bleachers on the arena floor. If you have a guest in a wheelchair who needs assistance with seating, please inform a Blue Key or Purple Jacket member at the door.
To: University Registrar’s Office  
Northwestern State University  

I will not attend the commencement ceremony on May 10, 2013. Please mail my diploma to the following address.

NAME (PLEASE PRINT)

STREET ADDRESS

CITY, STATE, AND ZIP

RETURN THIS NOTICE TO THE REGISTRAR'S OFFICE BY APRIL 26, 2013.

The form may be faxed to: (318) 357-5823  
Or  
Mailed to: Northwestern State University  
University Registrar’s Office  
Natchitoches, LA 71497

Signature ___________________________ Date ___________________________

Student ID Number ___________________________

Email Address (We will send an email confirmation to this address.)

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
Reserve a DVD that chronicles the spring 2013 commencement ceremony. This special keepsake or gift for that special graduate is only $20, including shipping. NSU TV 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 LISTN 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 TV
Graduation DVD
P.O. Box 5273 NSU
Natchitoches, LA  71497

Detach and mail with check

Please reserve my copy of the Spring 2013 Commencement DVD and mail to the address provided below. A check or money order payable to LISTN for $20 for each DVD is enclosed.

Name ________________________________________________________
Address_______________________________________________________
City ________________________________State________ Zip _______
Telephone Number_________________________ Please Circle: 10 AM  3 PM
PLEASE NOTE: STAGE PARTY EXITS FIRST!

10:00 AM

Bleachers for Guest & Handicapped Seating

STAGE

Orchestra

Education and Human Development

Graduate School

Scholars' College

Arts and Letters

Restrooms

Educ and Hum Dev

Basketball Offices

N'Club Room

PRATHER COLISEUM

Restrooms

WEST CONCOURSE

EAST CONCOURSE
PLEASE NOTE:
STAGE PARTY EXITS FIRST!

Please note the seating arrangements and exits for the event.

Restrooms

3:00 PM

Science, Technology, and Business

Nursing and Allied Health

Bleachers for Guest & Handicapped Seating

50 Yr. Grads

Faculty

Basketball Offices

PRATHER COLISEUM

Restrooms

N’Club Room

WES T

C O N C O R S E

E A S T

C O N C O R S E

Sci/Tech Business

Nursing/Allied Health