NORTHERN STATE UNIVERSITY
Registrar's Office

Commencement Information

Saturday, December 10, 2016
10:30 a.m.
Johnson Fine Arts Center
Northern State University

Schedule of Events

Commencement Information

Students should check in at tables located in the hallway of JFAC by 9:45 a.m. (Final instructions will be given at 10:00 a.m.)

Commencement Exercises

Tickets are not required for commencement. Seating is open to the public.

Pre-Commencement Activities/Information

- **Students on Campus** may purchase caps, gowns, tassels, and Master’s hoods at the NSU Wolf Shoppe. Regalia may be picked up at the student’s convenience any time after October 1st. Pre-ordering apparel is not necessary. Stop or call the NSU Wolf Shoppe for pricing information. Students graduating with honors do not need to purchase special items to wear.

- **Off-campus students** may purchase caps and gowns by phone. They may be charged to Visa, MasterCard, Discover, or American Express. Bookstore telephone – (605) 626-2655.

- **Commencement Announcements (invitations)** may be purchased at the NSU Wolf Shoppe.

- Students who participate in the commencement exercise **MUST** wear a cap and gown.

(continued on next page)
General Commencement Information

- You MUST have completed or made arrangements to complete your Exit Exam(s) since it is a graduation requirement. Assessment Day is scheduled for Tuesday, November 1, 2016. If you have any questions about what you need to do, contact Heather Scott, Graham Hall 104 or call 626-2433. You will be receiving information regarding date and time from the Assessment Office via NSU email if you still need to take your exit exam. **The Exit Exam is NOT available in the summer.**

- **EDUCATION MAJORS: ALL OFFICIAL RESULTS OF PRAXIS II TESTING (CONTENT AND PEDAGOGY) INCLUDING SUBSCORES MUST BE SUBMITTED TO THE SCHOOL OF EDUCATION OFFICE BEFORE GRADUATION CAN BE FINALIZED.**

- Satisfactory performance on proficiency exams is required to graduate. NO degree, Associate or Bachelors, will be awarded without documentation of satisfactory performance on ALL proficiency tests.

- If you are planning to teach, you must secure a teaching certificate from the state in which you plan to work. Application forms are available from each state’s State Department of Education. Most states have the application available online. South Dakota’s website to apply online is [http://doe.sd.gov/oatq/teachercert/index.asp](http://doe.sd.gov/oatq/teachercert/index.asp). As a service to you, you must fill out your portion of the application form, get an institutional endorsement from our office, provide an official transcript (see below) and pay the required application fee. Our office will transmit the application file to the proper state department or return it to you as directed by that state. **IT IS RECOMMENDED THAT YOU APPLY FOR A SOUTH DAKOTA TEACHING CERTIFICATE.**

- You may need transcripts of your academic record when applying for jobs or graduate schools. Transcripts are of two types – official, which are $9.00 per copy, or unofficial, which are issued only to students, and mailed at no charge or faxed for $2.00. **You will get one free official transcript with your diploma.** Additional transcripts can be released only upon your written request and payment of the required fee, if any. Written requests should be made to the Registrar’s Office and include the following information:

  - Full name
  - Social security or ID number
  - Type of transcript requested (official or unofficial)
  - Appropriate fees
  - Name & address of recipient
  - Your signature

  The Registrar’s Office will NOT issue transcripts if you call, if another person makes the request, or if you have a HOLD on your record.

- **You are encouraged** to check with the Finance and Administration Office to be sure that all financial obligations have been met.

- If you have any questions, please call the Registrar’s Office at 605-626-2012, send an e-mail to Cherie.Sauer@northern.edu, write to the Registrar’s Office at 1200 S Jay St., Aberdeen, SD 57401, or send a fax to 605-626-2587.