

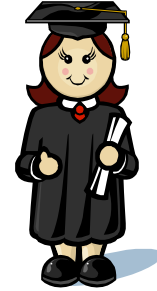
NORTHERN STATE UNIVERSITY

Registrar's Office

Commencement Information



**Saturday, December 8, 2018
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 the Johnson Fine Arts Center 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 Wolf Shoppe. Regalia may be picked up at the student's convenience any time after October 20th. Pre-ordering apparel is not necessary. Stop by or call the Wolf Shoppe for pricing information.
- **Off-campus students** may purchase caps and gowns online by visiting the Wolf Shoppe's website at <https://bookstore.northern.edu/>.
- **Commencement Announcements (invitations)** may also be purchased in person at the Wolf Shoppe or online at <https://www.cbgrad.balfour.com/>.
- Students who participate in the commencement exercise **MUST** wear a cap and gown. Students graduating with honors do not need to purchase special items to wear.

General Commencement Information

- **You MUST** have completed or made arrangements to complete your **Exit Exam** since it is a graduation requirement. Assessment Day is scheduled for Tuesday, November 6, 2018. If you have any questions about what you need to do, contact Brenda Mammenga, Graham Hall 104, or call 626-2433. You will be receiving information via NSU email regarding date & time. **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 the state's State Department of Education. Most states have the application available online. South Dakota's website to apply online is <https://doe.sd.gov/certification/>. 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 will need transcripts** of your academic record. 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 phone the Registrar's Office at 626-2012, e-mail stephanie.hawkinson@northern.edu, write to the Registrar's Office at 1200 S Jay St., Aberdeen SD, or send a fax to 626-2587.