

# NORTHERN STATE UNIVERSITY

*Registrar's Office*

## Commencement Information



**Saturday, May 5, 2018  
10:30 a.m.  
Barnett Center  
Northern State University**



### Schedule of Events

#### Commencement Information

Students should check in at tables located in the hallway of the Barnett 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 March 30th. 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, March 20, 2018. If you have any questions about what you need to do, contact Marilyn Zimmerman, Graham Hall 105, or call 626-3290. You will be receiving information via NSU email regarding date & time. **The Exit Exam is NOT available in the summer.**
  
- **Education Majors: Official results of the required Praxis Content and Pedagogy (PLT) tests must be received by the Assessment Coordinator for the School of Education before graduation can be finalized.**
  
- **If you are planning to teach**, you must secure a teaching certificate from the state in which you plan to teach. **The certification process in other states may be expedited if you have obtained initial certification in SD, therefore IT IS RECOMMENDED THAT YOU APPLY FOR A SOUTH DAKOTA TEACHING CERTIFICATE.** 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 <http://doe.sd.gov/certification/>. Once you apply, our certifying official is notified to review your application for recommendation. You must also request an official transcript be sent to the state DOE office from our office (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.
  
- **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 transcript with your diploma.** We recommend you keep this transcript for your files. You can make copies of your transcript, as often as you wish, for preliminary applications, but once employed, you will need to request an official be sent directly to that employer. Most recipients will not consider a transcript official unless it is sent directly from the issuing school to them via mail or electronic transcript service. Additional transcripts can be released only upon your written request and payment of the required fee. Written requests may be made in person in our office in DH 103, by completing a transcript request form, or by ordering through our online service. Requests will not be accepted by email for security reasons. You will need to provide:
  - Full name**
  - ID number**
  - Appropriate fees**
  - Name & address of recipient**
  - Your signature**Request forms and info on ordering online can be found on our transcript & diploma page at this link: <http://www.northern.edu/academics/records-registration/transcripts-and-diplomas>  
**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 [cherie.sauer@northern.edu](mailto:cherie.sauer@northern.edu), write to the Registrar's Office at 1200 S Jay St., Aberdeen SD, or fax to 626-2587.