

**NOTICE TO STUDENTS APPLYING FOR GRADUATION IN
DECEMBER 2010, MAY OR JULY 2011**

LEAVELL COLLEGE – CERTIFICATE PROGRAM

If you plan to complete degree requirements by December 18, 2010, May 14, 2011 or July 29, 2011, please complete the attached application for graduation. This in no way assures your graduation but is merely a notice to the Registrar's Office that you anticipate graduation on the date shown and how you wish your name printed on your diploma.

If your plans for graduation change at any time during the academic year, it is your responsibility to notify the Registrar's Office. The Registrar's Office will notify you if our records indicate a problem related to your pending graduation.

DEADLINES FOR APPLYING FOR GRADUATION

Wednesday, September 15, 2010

Wednesday, February 15, 2011

**ALL STUDENTS SUBMITTING THEIR APPLICATION FOR GRADUATION
AFTER THESE DATES WILL BE CHARGED A \$30 LATE FEE**

The deadline for applying for December 2010 graduation is September 15, 2010. The deadline for applying for May or July 2011 graduation is February 15, 2011. The \$55.00 diploma fee will be charged to your account when the Business Office receives the list of students who have applied for graduation. Send the check for your diploma fee directly to the Business Office. This fee is listed in the 2010-2011 catalog.

If the Fall Semester, 2010/2011 is your last anticipated session of enrollment you may participate in the graduation exercises and receive your diploma on December 18, 2010, if all graduation requirements are completed and your account in the Business Office is clear. If the January Academic Workshop 2011 is your last session of anticipated enrollment you may participate in the graduation exercises on December 18, 2010, and receive a blank diploma case. Your diploma will bear the May graduation date and will be released to you after May 14, 2011 if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent.

If the Spring Semester, or the Spring Workshop, 2011 is your last session of anticipated enrollment you may participate in the graduation exercises and receive your diploma on May 14, 2011, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. If either of the May Academic Workshops or the summer session, 2011, is your last session of anticipated enrollment you may participate in the graduation exercises on May 14, 2011 and receive a blank diploma case. Your diploma will bear the date of the last day of summer school (July 29, 2011) and will be released to you after July 29, 2011, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent. If either of the August Academic Workshops, 2011 is your last session of anticipated enrollment you must apply for graduation in the fall of 2011 and participate in the December 2011 graduation exercises.

If you make a request to graduate in absentia and the request is approved, you will be charged a \$15.00 absentia fee in addition to the \$55.00 diploma fee.

All graduates should order their cap and gown through the Lifeway Campus Store. Orders will be taken after the graduation application deadline. The Lifeway store number is 504-282-2626.

APPLICATION FOR GRADUATION

2010-2011

Please clearly print your name on the line below exactly as you want it to appear on your diploma.

Name for Diploma

NAME: _____

NOBTS-ID: _____

CELL PHONE: _____ TELEPHONE: _____

FULL ADDRESS: _____

E-MAIL: _____

PLEASE CHECK YOUR ANTICIPATED LAST TERM OF ENROLLMENT:

- July/August Academic Workshop 2010 (July 26 - August 6, 2010)
- Fall Semester 2010 (August 23 - December 17, 2010)
- Fall Workshop 2010 (Any workshop taken during the dates of the fall semester)
- January Academic Workshop (January 3-14, 2011)
- Spring Semester 2011 (January 18 – May 13, 2011)
- Spring Workshop 2011 (Any workshop taken during the dates of the spring semester)
- May Academic Workshop (Any May workshop after graduation, May 16-27, 2011)
- Summer Session 2011 (May 30 - July 22, 2011)

CHECK THE GRADUATION EXERCISE IN WHICH YOU WILL BE ELIGIBLE TO PARTICIPATE:

- Saturday, December 18, 2010 Saturday, May 14, 2011

PLEASE INDICATE THE EXTENSION CENTER YOU ATTEND: _____

PLEASE INDICATE THE DEGREE PROGRAM AND SPECIALIZATION YOU ARE COMPLETING:

(i.e.: Biblical Teaching Certificate) _____

ONE CERTIFICATE OF APPRECIATION WILL BE PRINTED FOR AN INDIVIDUAL OR CHURCH WHO HAS SUPPORTED YOUR EDUCATION. PLEASE PROVIDE THE NAME BELOW. PLEASE INDICATE IF THE PERSON NAMED IS YOUR SPOUSE.

RETURN TO REGISTRAR'S OFFICE BY SEPTEMBER 15, 2010 / FEBRUARY 15, 2011

**ALL STUDENTS SUBMITTING THEIR APPLICATION FOR GRADUATION
AFTER THESE DATES WILL BE CHARGED A \$30 LATE FEE**

PLEASE SIGN TO INDICATE THAT YOU HAVE READ THIS APPLICATION AND THAT THE INFORMATION PROVIDED IS CORRECT.

Revised 07/27/10