



# LEAVELL COLLEGE

COMMENCEMENT SERVICE  
FRIDAY, DECEMBER 18, 2020

## GRADUATION GUIDE FALL 2020

### GRADUATION DAY DRESS CODE

**Graduates are required to dress in dark clothes and wear dark shoes with graduation regalia.**

- Women should wear dark, solid-color dresses, skirts, or pants.
- Men should wear navy or black pants and dark colored ties.

### GRADUATION PREPARATION

#### Registrar's Office

- Location:** Due to COVID restrictions, **we have changed the location from graduation.** Graduation will now be held at **First Baptist Church of Covington** located at 16333 Louisiana Highway 1085, Covington, LA 70433.
- Rehearsal:** Due to schedule changes, we will no longer be having a Graduation Rehearsal for any ceremony. In place of rehearsal, there will be a video sent to all graduates the week of graduation discussing specific graduation instructions.
- Ceremony:** Since each degree program will have its own commencement service, please see the times below for your specific ceremony schedule. **You will need to arrive no later than one hour before your ceremony start time.** Doors will open one hour prior to start time.
  - **Friday, December 18th at 10:00am - All Leavell College Graduates**
    - This includes all Certificate, Associate of Arts, and Bachelor of Arts Graduates
- Tickets:** All tickets previously reserved and allotted are still valid.
- Childcare:** Due to location changes, **we can no longer offer childcare.**
- Per city ordinances, **masks will be required** for all ceremonies. This includes all children 6 years old and older. Your safety and the safety of everyone involved in these ceremonies is our top priority.
- Notify the Registrar's Office **immediately** if your plans change for attending the graduation ceremony. Unless you notify us **in writing**, we will count on you to be present for the commencement service.

#### Leavell College Office

- All Leavell College Associate and Baccalaureate graduates are required to take the ETS Proficiency Profile Exam before they can graduate.
- The test will be administered in HSC 219 on **Thursday, December 17, from 1:00pm to 4:30pm.** You will get more information concerning this exam from Dr. McGehee in the coming weeks.

#### Housing Office

- Apartment residents must give a 30-day vacating notice.** If you plan to vacate at graduation, you must contact the Housing Office no later than **Wednesday, November 18**, to complete a vacating notice.
- Dorm residents are required to give a two-week notice prior to vacating. If you plan to vacate at graduation, you must contact the Housing Office no later than **Friday, December 4**, to complete a vacating notice.
- All residents must vacate two weeks after graduation unless they are planning to pursue another degree.  
**The two-week and 30-day vacating notices still apply if you plan to leave within the two weeks after graduation.**

- Please note, you will continue to be charged rent until you turn in your key to housing. Thus, it is imperative that you turn in your key on your move-out date.

### Library

- All materials checked out by the graduation candidate, the spouse, and/or the children of the graduate are due by 12 p.m. on **Thursday, December 17**.
- All fines must be paid in full by this date. You must be cleared before rehearsal.

### Financial Aid Office

- The Official Payments withdrawal for December must be scheduled to process no later than **December 10**. If you have an NOBTS balance above your final payment, or if your December Official Payments withdrawal doesn't process successfully, your balance must be paid in full to the Business Office by **Wednesday, December 16**.

### Business Office

- Your account must be paid in full at the Business Office.
- All accounts must be paid by 4 p.m. on **Wednesday, December 16**.
- If you have any questions about your account, come by or contact the Business Office before 4 p.m. on **Wednesday, December 16**.

### Post Office

- To keep your P.O. box open for up to a year, box rental fees must be current. If moving, fill out the proper form to close your box at the campus Post Office only.

### President's Office

- The President's Graduation Reception has been cancelled. We hate to have to make this decision, but it is the safest action to take at this point.

### Alumni Relations Office

- The mandatory graduation alumni information form must be completed online by **Tuesday, December 1**.

### Photos and Videos

- A video will be produced and professional photographs will be taken on graduation day. Videos and photographs will be available for purchase. See attached DVD order form and the photography order form. Video and photographs orders must be ordered at rehearsal or by mail. See respective forms for mail order information and addresses. **DO NOT SEND PORTRAIT GALLEY ORDERS TO NOBTS!**

***Congratulations!*** If you have any questions, please contact the appropriate office at (504) 282-4455.