



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

- 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 time 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 9:00am - All Leavell College Graduates**
 - This includes all Certificate, Associate of Arts, and Bachelor of Arts Graduates
- Tickets:** In order to follow all state and local COVID-19 restrictions, we will be limiting the number of guests everyone can bring. **Therefore, each graduate will receive four tickets for guests. Please note: children of any age must have a ticket as well.** Tickets will be handled through Eventbrite, and they will be required for any guest for entry into the ceremony.
 - **Please note,** as of December 1, 2020, we have reached our maximum number of ticket reservations. There will be no ticket waitlist, and ticket reservations can no longer be made.
- 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**.

Childcare

- Childcare will be provided at the Early Learning Center for children ages 7 weeks to 6 years and at the Homeschool Building for ages 7-10 (*this also includes children of our out-of-town guests*). Appropriate COVID-19 restrictions will be observed, but you must make a reservation.
- Childcare will open 30 minutes before the service begins, and all children must be picked up 15 minutes after the service is over.
- Contact the NOBTS Childcare Co-ordinator at childcare@nobts.edu by **Friday, December 11**, to make a reservation.

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.

Overnight Guests

- Should you be coming from out of town, you may want to book a room at our Providence Guest House, located across the street from the seminary. To make a reservation, call 504-944-4455.

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.

GRADUATION DVD ORDER FORM – FALL 2020

- Leavell College
- Graduate/Doctoral

We will be videoing graduation and will make DVDs available.
Please bring your completed form with payment to graduation practice, or mail to:

NOBTS ATTN: Media Services
3939 Gentilly Blvd. New Orleans, LA 70126
Cash or Check only. **Make checks payable to NOBTS.**

Name: _____

Address: _____

Phone: _____

**For more information please
call
Media Services: (504) 816-3219
or
Communications: (504)
816-8003.**

