



Graduation: May 2020

It is difficult to believe that Graduation is so soon! Our office knows you have worked very hard, and we congratulate you for this accomplishment. **Please read this document in its entirety. You are responsible for all the information contained in this document.** Our Alumni Relation's Office will also be contacting you throughout the semester.

*In order to begin this process, you must first submit an application for graduation at the following link:
<http://www.nobts.edu/registrar/Graduation.html>

**If at any point in the semester you need to change any of your graduation details (such as ceremony attendance, name change, address change, etc.), you must fill out the form entitled 'Change your Graduation Application Information' at the following link:
<http://www.nobts.edu/registrar/Graduation.html>

1.) You are responsible for knowing if you are on track to graduate.

This means that you should know if you have either received credit, or will receive credit, for all courses necessary for your degree before graduation. If you withdraw from or fail a required course this semester, you will not be allowed to graduate. If you have questions regarding whether or not you have met all of the qualifications in order to graduate, Master's students may contact Jody Heneghan (acadcoun@nobts.edu) and Undergraduate students may contact lcdegreeplan@nobts.edu

2.) In order to be approved to participate in the graduation ceremony, ALL CHARGES (including tuition, cafeteria, café, library, housing, etc.) must be paid in full.

- All graduates will be charged a \$60 graduation fee to their student account. This fee covers the cost of processing your application, as well as your diploma, diploma cover, and ceremony expenses. (Your cap and gown fees are NOT included in this initial fee!)
- Late applicants (including Th.M. and D.Min.) will be charged a \$40 fee if they apply after **February 24, 2020**. Ph.D. applicants will be charged a \$40 late fee if they apply after **March 1, 2020**.
- Students who are not attending the ceremony (graduating in *absentia*) will be charged a \$25 mailing fee.

- You can pay your fees through Self-Serve (selfserve.nobts.edu), or through our automated phone service (1-866-606-8235). You may also send a check to the business office in the mail.

3.) Schedule:

* Please notify the Registrar's Office immediately if your plans change for attending the graduation ceremony. Please be sure to include your full name and student ID in any correspondence. Unless we hear from you in writing, we will count on you to be present for the rehearsal and the commencement service.

**Please carefully note the differences in the Undergraduate Schedule and the Graduate Schedule, as there are two May ceremonies.

Leavell College Undergraduate Ceremony Schedule

Thursday, May 14, 2020

2:30 P.M.

Leavell College Graduation Rehearsal in Leavell Chapel. This is mandatory, and dress is casual.

Friday, May 15, 2020: Leavell College Graduation

9:00 A.M.

Group Pictures in front of the Library, after which students will line up outside on the porch of the Sellers Music Building.

10:00 A.M.

Commencement Ceremony in Leavell Chapel. Doors will open at 9:00 A.M. Seating is first-come, first-served.

NOBTS Master's/Doctoral Graduation Ceremony Schedule

Friday, May 15, 2020

2:30 P.M.

Master's and Doctoral Graduation Rehearsal in Leavell Chapel. This is mandatory, and dress is casual.

Saturday, May 18, 2019:

9:00 A.M.

Group Pictures in front of the Library, after which students will line up outside on the porch of the Sellers Music Building.

10:00 A.M.

Commencement Ceremony in Leavell Chapel. Doors will open at 9:00 A.M. Seating is first-come, first-served.

4.) **Graduation Dress and Regalia:**

Graduation regalia will need to be ordered from Oak Hall. The link to the purchase form can be found on the Graduation portion of the website. The link will open soon.

5.) **Accommodations:**

Graduates and their families may contact the Providence Guest House at (504) 944-4455 or ph@nobts.edu for hotel accommodations. Please make contact as soon as possible because space is limited.

6.) **Undergraduate Leavell College ETS:**

Leavell College graduates receiving the Associate or Bachelor's degree are required to take the ETS Proficiency Profile Exam prior to graduation. This exam will be held on the same day of graduation rehearsal, from 9:00 a.m. - 12 Noon. Please note this is a mandatory exam, and you will be assessed a \$30 fee for this exam. Leavell College will contact you with further instruction, including the location of this exam. If you are not attending the graduation ceremony, contact Karla McGehee at kmcgehee@nobts.edu so separate arrangements may be made.

7.) Surveys:

All graduating students are expected to participate in the following surveys. Once you have taken the surveys, you will be presented with a 'Certificate of Completion.' Copy or screenshot this image (Master's students will have two) and send it along with your name to the office of Institutional Effectiveness at aray@nobts.edu. Links to these may be found at <http://www.nobts.edu/registrar/Graduation.html>

- Leavell College (1): the **Ministry Survey**
- Master's Students (2): the **Degree Program Survey** and the **Ministry Survey**
- Doctoral Students who are NOT Ph.D (1): the **Ministry Survey**
- Ph.D. Students (2): the **SED Survey** and the **Ministry Survey**
 - Once Ph.D. students have taken the SED Survey, notify Jeremy at registrarsadmin@nobts.edu

8.) Frequently Asked Questions:

Q.) I have not heard from the Registrar's Office about my application. How do I know if I'm certified to graduate?

A.) Most students are completing their final courses during the semester leading up to graduation, and they cannot technically be certified to graduate until their passing grades are submitted by their professor. For this reason, the Registrar does not tell a student that they are officially certified, since certification is contingent upon successful completion of all required courses; however, if there are any discrepancies with your application, your Registrar will notify you. If you have questions about your status, Master's students may contact Jody Heneghan (acadcoun@nobts.edu) and Undergraduate students may contact lcdegreeplan@nobts.edu for inquires.

Q.) I need to change something from my original application, such as my ceremony attendance or my name. How do I need to notify you of this?

A.) Notify us of changes by filling out this form: <https://goo.gl/forms/F1VNEC2JxIrpBUpr2>

Q.) What is the required dress for the Graduation Ceremony?

A.) Men are to wear a dress shirt with tie, dark pants with dark socks, and nice shoes.

Ladies are to wear dress appropriate for a church setting, as well as shoes that are both comfortable and practical. Remember, you will be ascending and descending steps.

Q.) How many people can come see me at the graduation ceremony?

A.) The doors to the chapel open at 9:00 A.M. on the morning of the event, and seating is first come, first served. Tickets are not required for entry into the chapel, and there is no limit to the number of family and friends who can come to see you.

Q.) Is practice mandatory?

A.) Practice is mandatory for every student who is participating in the ceremony. If you anticipate that you cannot attend practice for any reason, you must obtain permission from the Registrar. Contact acadcoun@nobts.edu.

Q.) Can I wear a robe and/or hat that I already possess?

A.) All regalia must be uniform, and therefore obtained through Oak Hall. The order link is found on the Graduation portion of the NOBTS website. <https://www.nobts.edu/registrar/Graduation.html>

Q.) When can I expect to receive my certificate/diploma in the mail?

A.) Certificates and diplomas will not be sent until after the weekend of the ceremony. Please allow between one and four weeks to receive your diploma in the mail. If the document has not arrived after four weeks, contact our office.

9.) Student Checklist:

Have you done the following?

- Applied for Graduation at <http://www.nobts.edu/registrar/Graduation.html>
- Noted with extra care in your personal calendar the exact dates and times
- Paid off all charges on your student account (Business Office, cashier1@nobts.edu)
- Returned all library books and paid library fees
- Taken the required surveys for your degree program (Angela Ray, aray@nobts.edu)
- Made accommodation plans for the weekend (Providence Guest House, 504-944-4455)
- Ordered your regalia from Oak Hall before the deadline.
- If necessary, made changes to your original graduation information (address, ceremony attendance, etc.) at the following link: <http://www.nobts.edu/registrar/Graduation.html>
- Made arrangements to take the ETS exam (Leavell College students only, kmcgehee@nobts.edu)