



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, and neutral or dark hose, not white or cream.
- Men should wear navy or black pants and dark colored ties.

GRADUATION PREPARATION

Registrar's Office

- ☐ Mandatory graduation rehearsal will be at 2:30 p.m., **Thursday, May 17**, at Leavell Chapel.
- ☐ The commencement service will be held at 10 a.m., **Friday, May 18**, at Leavell Chapel. Doors will open at 9 a.m.
- ☐ 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 rehearsal *and* the commencement service.

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, April 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, May 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.**

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, May 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 May must be scheduled to process no later than **May 10**. The scheduled May withdrawal will appear as Anticipated Aid on Self-Serve, but you must be certain the payment processes successfully. If you have an NOBTS balance above your Anticipated Aid, or if your May Official Payments withdrawal doesn't process successfully, your balance must be paid in full to the Business Office by **Wednesday, May 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, May 16**.
- ☐ If you have any questions about your account, come by or contact the Business Office before 4 p.m. on **Wednesday, May 16**.
- ☐ If you are an NOBTS employee, please notify HR (payroll@nobts.edu or 504.816.8045) of your graduation.

Childcare

- ☐ Childcare will be provided in the Early Learning Center for children 3 years of age or under (*this also includes children of our out-of-town guests*). You must make a reservation.
- ☐ Childcare will open at 9:30 a.m. All children must be picked up 15 minutes after the service is over.
- ☐ Please contact the NOBTS Childcare Co-ordinator at childcare@nobts.edu by **Friday, May 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

- ☐ Families are invited to join you at the President's Home, **Thursday, May 17**, from 5:30 p.m.-7 p.m., for the reception which is a drop-in occasion. No RSVP necessary.

Alumni Relations Office

- ☐ Mandatory graduation alumni information form: complete online form by **Friday, April 29**.

Public Relations

- ☐ News release form (part of the Mandatory Graduation Form): complete online form by **Friday, May 4**.
- ☐ A video will be produced and professional photographs will be taken on graduation day. Videos and photographs are available for purchase. See attached DVD order form and the photography order form. Video and photographs orders may be ordered at rehearsal on **Thursday, May 17**, 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; or send e-mail to pr@nobts.edu.

NOBTS GRADUATION MAY 2018

DVD ORDER FORM

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.**

Number of DVDs [Undergrad May 18] _____ or [Graduate May 19] _____ (**\$10 each + \$3 for shipping**)

Pick up DVD in PR office when DVD is finished. (Allow 4-6 weeks after graduation for DVD to be completed.)

Name: _____

Address: _____

Phone: _____

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



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

New Orleans Event Photography & The Portrait Gallery

Providing Quality Portraits For Your Graduation

Remember your graduation with quality professional portraits by **The Portrait Gallery**. We will be on hand to capture the much anticipated moment when you are handed the degree you have worked long and hard to obtain. This permanent remembrance will enable you to relive and share the moment with family and friends for years to come. You will have three opportunities to receive portraits from The Portrait Gallery. First, we will photograph you and your fellow graduates in a group photo starting at 9:00 a.m. on the steps of the library. During the ceremony, we will photograph you on stage receiving your diploma shaking hands with Dr. Kelley; and again after the ceremony, we will be outside the chapel ready to photograph you with family and friends who have traveled to witness this special achievement. Your finished portraits will be mailed to you approximately three weeks after graduation.

We will have a representative at the rehearsal the day before the ceremony to collect your order. Please know that only prepaid orders will be printed. Use the below order form to place your order at the rehearsal. Make your check payable to **The Portrait Gallery**, or feel free to use your Visa, Master Card, Discover or American Express card. Cash will also be accepted. Again, Congratulations on your achievement and we look forward to seeing you at the rehearsal.



Group



Diploma



Hooding



Family

Cut Here

The Portrait Gallery Digital Imaging Specialists

5163 General De Gaulle Drive, Suite L
New Orleans, LA 70131
O (504) 394-7733 F (504) 394-7778

Graduate's Name As It Appears In The Program:

Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Degree with Specialization _____

Complete this section and enclose Payment only if the order is mailed:

CC# _____ Exp Date _____

Name on card: _____ CVV # _____



TR# _____ CK# _____ Cash

Rep _____ Total Order \$ _____

Circle the Packages of Your Choice

Group Photo	A	B	C	D
(Grp # _____)	\$25 1—8x10	\$20 1—5x7	\$25 2-5x7	\$45 1-8x10 2-5x7
Price Includes Tax & Postage				

Diploma Photo	A	B	C	D
(# _____)	\$25 1—8x10	\$20 1—5x7	\$25 1-5x7 4-wallets	\$52 1-8x10 2-5x7 8-wallets
Price Includes Tax & Postage				

Doctoral Hooding	A	B	C	D
(# _____)	\$25 1—8x10	\$20 1—5x7	\$25 1-5x7 4-wallets	\$52 1-8x10 2-5x7 8-wallets
Price Includes Tax & Postage				

Family Photo	A	B	C	D
(# _____)	\$35 1—8x10	\$40 1-8x0 1—5x7	\$50 1-8x10 2-5x7 4-wallets	\$55 1-8x10 3-5x7 12-wallets
Price Includes Tax & Postage				