



LEAVELL COLLEGE

COMMENCEMENT SERVICE
FRIDAY, MAY 14, 2021

GRADUATION GUIDE SPRING 2021

GRADUATION CEREMONY DETAILS

- ☐ **Rehearsal:** We will be having a mandatory Graduation Rehearsal on **Thursday, May 13 at 2:00pm**. Attendance is required to participate in the commencement ceremony.
- ☐ **Reception:** The President will be hosting a graduation reception for the graduates following rehearsal on **Thursday, May 13 at 4:30pm**.
 - The Rehearsal will be at the President's Home on campus.
 - Each graduate can bring **three guests**.
 - **Please RSVP [here](#) by Tuesday, May 11.**
- ☐ **Ceremony:** The Leavell College Graduation ceremony will be held on **Friday, May 14th at 9:30am** at Leavell Chapel. **Graduates will need to arrive no later than 8:30am**. Doors will open for guests one hour prior to start time.
 - **Tickets:** At this time, we are not limiting the number of guests that graduates can bring.
 - **Dress Code:** Graduates must order their regalia no later than **April 15**.
 - Order can be made [here](#) through Oak Hall.
 - Graduates are **required** to dress in dark clothes and wear dark shoes with graduation regalia.
- ☐ Per city ordinances, **masks will be required** for all graduation activities. 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.

****Please note, all graduation plans are subject to change due to state and local governmental restrictions on public events due to COVID-19.****

GRADUATION PREPARATION

PLEASE SEE BELOW WHAT EACH GRADUATE MUST COMPLETE WITH EACH NOBTS OFFICE PRIOR TO GRADUATION.

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 on **Thursday, Thursday May 13, from 8:30am to 12:00pm**. You will get more information concerning this exam from Dr. McGehee in the coming weeks.

Required Surveys

- ☐ All graduates are required to take exit surveys. These will become available on April 1.
- All Students are required to take the [Alumni Relations Survey](#).
- All Leavell College students are required to take the [Ministry Survey](#).

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 14**, to complete a vacating notice.
 - Find the form here: [Apartment 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, April 30**, to complete a vacating notice.
 - Find the form here: [Dormitory/Courtyard Vacating Notice](#)
 - ☐ All residents must vacate two weeks after graduation unless they are planning to pursue another degree (in which case, you need to contact the housing office).
- 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 on **Thursday, May 13 by 12pm**.
- ☐ 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 **May 7**. 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 **Friday, May 7**.

Business Office

- ☐ Your account must be paid in full at the Business Office.
- ☐ All accounts must be paid on **Friday, May 7 by 4pm**.
- ☐ If you have any questions about your account, come by or contact the Business Office before 4pm on **Friday, May 7**.

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.

Photos and Videos

- ☐ Graduates have the opportunity to order portraits from New Orleans Event Photography. All order options can be viewed [here](#).
- All photo orders must be placed no later than **May 15**. All orders need to be sent to New Orleans Event Photography (**not** to the school).
- ☐ This year, graduates will have the opportunity to order a *free* video download of their graduation ceremony! Orders for the download can be placed [here](#).

Congratulations, Graduates!

We are so proud of you. If you have any questions, please contact the appropriate office at (504) 282-4455.