



GRADUATION GUIDE FALL 2019

Saturday, December 14, 2019

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 12:30 p.m., **Friday, December 13**, at Leavell Chapel.
- ☐ Doctoral candidates must take their doctoral hoods to the Registrar's Office before 5 p.m., **Friday, December 13**.
- ☐ The commencement service will be held at 10 a.m., **Saturday, December 14**, 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 **Tuesday, November 19**, 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, November 29**, 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 13 p.m. on **Thursday, December 12**.
- ☐ 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**. The scheduled December 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 December Official Payments withdrawal doesn't process successfully, your balance must be paid in full to the Business Office by **Wednesday, December 11**.

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 11**.
- ☐ If you have any questions about your account, come by or contact the Business Office before 4 p.m. on **Wednesday, December 11**.

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, December 8**, 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 Graduation Reception at the Cafeteria **Friday, December 13**, 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, December 1**.

Photos and Videos

- ☐ 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 December be ordered at rehearsal on **Friday, December 13**, or by mail. See respective forms for mail order information and addresses. **DO NOT SEND PORTRAIT GALLERY ORDERS TO NOBTS!**

Congratulations!

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

DECEMBER 2019 GRADUATION

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 _____ (**\$10 each + \$3 for shipping**)

Pick up the DVD in the Communications office. (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
Communications: (504) 816-8003.**



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. Dew; 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
<i>Price Includes Tax & Postage</i>				

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

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

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
<i>Price Includes Tax & Postage</i>				