

**NOTICE TO STUDENTS APPLYING FOR GRADUATION IN
DECEMBER 2009, MAY OR JULY 2010
LEAVELL COLLEGE – CERTIFICATE PROGRAM**

If you plan to complete degree requirements by December 18, 2009, May 14, 2010 or July 30, 2010, please complete the attached application for graduation. This in no way assures your graduation but is merely a notice to the Registrar's Office that you anticipate graduation on the date shown and how you wish your name printed on your diploma.

If your plans for graduation change at any time during the academic year, it is your responsibility to notify the Registrar's Office. The Registrar's Office will notify you if our records indicate a problem related to your pending graduation.

DEADLINES FOR APPLYING FOR GRADUATION

Tuesday, September 15, 2009

Monday, February 16, 2010

**ALL STUDENTS SUBMITTING THEIR APPLICATION FOR GRADUATION
AFTER THESE DATES WILL BE CHARGED A \$25 LATE FEE**

The deadline for applying for December 2009 graduation is September 15, 2009. The deadline for applying for May or July 2010 graduation is February 15, 2010. The \$55.00 diploma fee will be charged to your account when the Business Office receives the list of students who have applied for graduation. *Send the check for your diploma fee directly to the Business Office.* This fee is listed in the 2009-2010 catalog.

If the Fall Semester, 2009/2010 is your last anticipated session of enrollment you may participate in the graduation exercises and receive your diploma on December 19, 2009, if all graduation requirements are completed and your account in the Business Office is clear. If the January Academic Workshop 2010 is your last session of anticipated enrollment you may participate in the graduation exercises on December 19, 2009, and receive a blank diploma case. Your diploma will bear the May graduation date and will be released to you after May 14, 2010 if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent.

If the Spring Semester, or the Spring Workshop, 2010 is your last session of anticipated enrollment you may participate in the graduation exercises and receive your diploma on May 14, 2010, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. If either of the May Academic Workshops or the summer session, 2010, is your last session of anticipated enrollment you may participate in the graduation exercises on May 14, 2010 and receive a blank diploma case. Your diploma will bear the date of the last day of summer school (July 30, 2010) and will be released to you after July 30, 2010, if all graduation requirements are completed as anticipated and your account in the Business Office is clear. You must notify the Registrar's Office in writing that you have completed all requirements and wish your diploma to be sent. If either of the August Academic Workshops, 2010 is your last session of anticipated enrollment you must apply for graduation in the fall of 2010 and participate in the December 2010 graduation exercises.

If you make a request to graduate in absentia and the request is approved, you will be charged a *\$15.00 absentia fee* in addition to the \$55.00 diploma fee.

All graduates should order their cap and gown through the Lifeway Campus Store. Orders will be taken after the graduation application deadline. The Lifeway store number is 504-282-2626.

**APPLICATION FOR GRADUATION
2009-2010
LEAVELL COLLEGE CERTIFICATE PROGRAMS**

PLEASE PRINT

FULL NAME _____

(Print your name exactly as you want it to appear on your Certificate)

NAME: _____

NOBTS-ID: _____ **CELL PHONE:** _____ **TELEPHONE:** _____

FULL ADDRESS: _____

E-MAIL: _____

APPLICATION DEADLINE FOR FALL: SEPTEMBER 15, 2009 FOR DECEMBER GRADUATION.

APPLICATION DEADLINE FOR SPRING: FEBRUARY 15, 2010 FOR MAY GRADUATION.

ALL STUDENTS SUBMITTING THEIR APPLICATION AFTER THE DEADLINE WILL BE CHARGED A **\$25 LATE FEE.**

PLEASE CHECK THE CERTIFICATE YOU WILL BE ABLE TO RECEIVE:

- | | |
|--|---|
| <input type="checkbox"/> Biblical Ministry Certificate | <input type="checkbox"/> Biblical Teaching Certificate |
| <input type="checkbox"/> Christian Education Certificate | <input type="checkbox"/> Ministry Wife Certificate |
| <input type="checkbox"/> Worship Studies Certificate | <input type="checkbox"/> Church Planting Certificate |
| <input type="checkbox"/> Pastoral Ministry Certificate | <input type="checkbox"/> Pastoral Ministry Certificate in African American Church Studies |
| <input type="checkbox"/> Preschool and Children's Ministry Certificate | <input type="checkbox"/> Advanced Preschool and Children's Ministry Certificate |
| <input type="checkbox"/> Basic Women's Ministry Certificate | <input type="checkbox"/> Advanced Women's Ministry Certificate |
| <input type="checkbox"/> Youth Ministry Leadership Certificate | <input type="checkbox"/> Christian Ministry Online Certificate |
| <input type="checkbox"/> Biblical Studies Online Certificate | <input type="checkbox"/> Christian Education Online Certificate |

PLEASE INDICATE THE LOCATION WHERE YOU ATTEND:

- | | | | | |
|----------------------------------|--|---|--|--|
| <u>New Orleans:</u> | <input type="checkbox"/> On Campus | <input type="checkbox"/> Online Certificate | | |
| <u>Louisiana Sites:</u> | <input type="checkbox"/> Baton Rouge | <input type="checkbox"/> Lafayette | | |
| <u>Mississippi Sites:</u> | <input type="checkbox"/> Olive Branch | <input type="checkbox"/> Starkville | <input type="checkbox"/> Winona | |
| <u>Georgia Sites:</u> | <input type="checkbox"/> North Georgia | <input type="checkbox"/> Griffin | <input type="checkbox"/> Phillips | |
| <u>Alabama Sites:</u> | <input type="checkbox"/> Clanton | <input type="checkbox"/> Montgomery | <input type="checkbox"/> North Alabama | <input type="checkbox"/> Trussville |
| <u>Florida Sites:</u> | <input type="checkbox"/> Brevard | <input type="checkbox"/> Emmanuel | <input type="checkbox"/> Flamingo Road | <input type="checkbox"/> Jacksonville |
| | <input type="checkbox"/> Hialeah | <input type="checkbox"/> Merritt Island | <input type="checkbox"/> Orlando | <input type="checkbox"/> Pompano Beach |
| | <input type="checkbox"/> Royal Palm | <input type="checkbox"/> Haiti | | |

PLEASE CHECK THE GRADUATION DATE FOR WHICH YOU WILL BE ELIGIBLE:

- December 19, 2009 May 15, 2010

WILL YOU ATTEND THE GRADUATION CEREMONY IN NEW ORLEANS? Yes No

(If Yes, you will need to contact LifeWay Bookstore (1.800.570.0250) on campus for ordering caps and gowns)

*(If No, you will need to pay an **additional \$15 absentia graduation fee** to the business office)*

GRADUATION FEE PAID? _____ **\$55.00** Cash Check

PLEASE SIGN TO INDICATE THAT YOU HAVE **READ THIS APPLICATION IN ITS ENTIRETY** AND THAT THE INFORMATION PROVIDED IS CORRECT.

(Name)

(Date)