LEAVELL COLLEGE

COMMENCEMENT SERVICE
FRIDAY, DECEMBER 11, 2026

GRADUATION GUIDE FALL 2026

GRADUATION CEREMONY DETAILS

- **Rehearsal:** We will be having a **mandatory** Graduation Rehearsal on **Thursday, December 10 at 9:30am**. Attendance is required to participate in the commencement ceremony. ***If you do not come to Rehearsal, you will not be allowed to participate in the ceremony.***

The Alumni Office will be hosting a Jazz Brunch for ***graduating students only*** at the beginning of rehearsal at 9:30am.

- **Reception:** The President will be hosting a graduation reception for the Leavell College graduates and their guests in his home from **2:00-2:45pm.**
  - RSVP for President's Reception
- **Ceremony:** The Leavell College Graduation ceremony will be held on **Friday, December 11 at 10:00 am** at Leavell Chapel. **Graduates will need to arrive no later than 8:30 am.** Doors will open for guests one hour prior to start time.
  - **Guests:** We are **not** limiting the number of guests that graduates can bring.
  - **Dress Code:**
    - Graduates must order their regalia no later than **Sunday, November 1st**
    - It is recommended that graduates order at least 5 weeks before their need by date. For example, if you plan on taking graduation photos prior to commencement, order your regalia 5 weeks before that planned day.
    - **https://oakhallcg.com/pages/nobts**
    - Male graduates must wear a collared button down shirt and tie.
    - Graduates are not permitted to wear the following: jeans, shorts, leggings, or any unapproved additions to academic regalia including stoles, cords, decorated caps, etc. If a graduate is wearing any of these items they will be asked to step out of line and not participate in the graduation ceremony.
- 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. You can do so by emailing graduation@nobts.edu.

GRADUATION PREPARATION

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

Required Surveys:

- All graduates are required to take exit surveys.
  - **Ministry Survey** **Available November 1*
  - **Alumni Relations 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 **November 11** to complete a vacating notice.
  - Find the form here: **Apartment Vacating Notice**
- Dorm and Courtyard 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 **November 25 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.** If you need a housing extension, you can email chinton@nobts.edu for further information.
- *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.
- *******Failure to submit a vacating notice by the appropriate deadline will result in you being charged a full month's rent, and the refundable portion of your deposit will ***not*** be returned.

Library

- Your library card can be charged up until the end of the day on December 1.
- All materials checked out by the graduation candidate, the spouse, and/or the children of the graduate are due on **Thursday, December 10 by 2 pm**.
- All fines must be paid in full by this date. You must be cleared before rehearsal.

Business Office

- The Payment Plan withdrawal for December must be scheduled to process no later than **Tuesday, December 8**. If you have an NOBTS balance above your final payment, or if your December Payment Plan withdrawal doesn't process successfully, your balance must be paid in full to the Business Office by **December 10.**
- Your account must be paid in full at the Business Office. All accounts must be paid on **Thursday, December 10 by 4pm**.
- If you have any questions about your account, come by or contact the Business Office before 4pm on **Thursday, December 10**.

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.

Legacy Bricks

- Graduates have the opportunity to order an engraved brick to be on display in Legacy Plaza. All order options can be viewed here under "Legacy Brick."

Congratulations, Graduates!

We are so proud of you. If you have any questions, please contact the Registrar's office at (504) 816-8257 or our Graduation Coordinator, Caitlin Hurlbut, at graduation@nobts.edu

Need Suggestions on How to Celebrate in the City?
Check out our Celebration Guide!