

Dates to Remember for May & August 2017 Commencement

- March 15** **GRAD FAIR:** Order your cap and gown from 9:00 am–4:30 pm **AT THE BOOKSTORE**. If you are unable to attend the Grad Fair, you **MUST** contact Carla in the bookstore at **318-487-7634** to order your cap and gown.
- March 17** **DEADLINE FOR ORDERING CAP & GOWN**
- March–April** Check with Student Life for completion of S.C.E. requirements. Check with the Business Office and the Library to clear any financial obligations. Degrees will not be awarded for those students who have not completed S.C.E. requirements. **DIPLOMAS will not be given to students who have not cleared all financial and/or library obligations and exit interviews.** Students with a Stafford Loan or a Bunch Loan must attend an exit interview with financial aid. If you have not done so, please contact the Financial Aid office. All short-term loan repayment plans must be completed with Business Affairs.
- April 12–May 5** Cap and gowns may be picked up at the Bookstore from 7:45 am–4:30 pm. Payment is due when cap and gown is picked up. (Check with the bookstore about pricing)
- April 10–28** **PICK UP TICKETS** for Commencement in the Academic Affairs Office (AH 131). Tickets are required for those attending the ceremony.
- May 5-12 noon** **ALL GRADES ARE DUE.** This includes correspondence course grades and removal of all incomplete grades—ALL GRADES. See that all your work is complete so your teachers can turn in your grades on time to the Registrar’s Office. If you find that you cannot complete your work, notify the Registrar’s Office immediately.
- May 5** **12:00 pm COMMENCEMENT LUNCHEON WITH THE PRESIDENT**—All graduates will have lunch with Dr. and Mrs. Brewer in **Calvary Hall at Calvary Baptist Church**.
- May 5** **1:00 pm COMMENCEMENT PRACTICE** – All graduates will meet at **Calvary Baptist Church** for a short Commencement ceremony practice.
- May 6** **9:15 am LINE-UP FOR COMMENCEMENT.** Line up in **Calvary Hall at Calvary Baptist Church**.
- May 6** **10:00 am COMMENCEMENT ceremony.** **ATTENDANCE IS REQUIRED FOR ALL CANDIDATES FOR DEGREES.** (Permission to be excused from Commencement is granted by the Vice President for Academic Affairs only for extenuating circumstances. You must submit a letter to the Vice President for Academic Affairs listing your circumstance and requesting permission to be excused. Students who have previously participated in Commencement must request permission from the Registrar’s Office to participate again.)
- DRESS** **All candidates are required to be present in academic attire (CAP & GOWN).** The tassel should be worn on the left side at all times. Men should remove their caps for prayer only.
- Men:** Should wear **white shirts, dark ties, dark pants and black shoes.**
- Women:** Should wear **simple dresses with dark shoes.**
- DIPLOMAS:** Diplomas are not available for distribution immediately following Commencement. Please plan to pick up your diploma after May 12, 2017, at the Registrar’s Office. If you are unable to pick up your diploma, please make arrangements before May 6 with the Registrar’s Office to have your diploma mailed to you.
- SPECIAL NOTE:** **Calvary Baptist Church does not have a nursery.**