



2018 COMMENCEMENT SCHEDULE

Thursday, May 10th, 2018

2:00 PM – Line Up at Fellowship Hall at Louisburg United Methodist Church

Students are to be at the Fellowship Hall of the LUMC to line up and receive cords and stoles (as applicable) prior to Baccalaureate ceremony.

3:00 PM - Baccalaureate Service at Louisburg United Methodist Church

It is important to be on time. The Baccalaureate service will be held at the Louisburg United Methodist Church located at 402 N. Main St, Louisburg, NC 27549. **Graduates MUST wear their caps and gowns in order to participate in Baccalaureate.** Family members are welcome to attend.

Friday, May 11th, 2018

9:00 AM – Graduates' Breakfast in Duke Dining Center

The breakfast is for graduates only. Please dress in nice casual clothes, shirts with collars; please **DO NOT** wear t-shirts or jeans.

10:45 AM – Class Picture

Arrive at the steps of Main Building for group photo, **wearing caps and gowns.**

In case of rain, meet in the Lumpkin Gallery located in the Jones Performing Arts Center (JPAC). When you enter the JPAC, the Lumpkin Gallery is the hallway on the left.

11:30 AM – Graduation Rehearsal in front of Main Building

In case of rain, meet in the Lumpkin Gallery located in the Jones Performing Arts Center (JPAC). When you enter the JPAC, the Lumpkin Gallery is the hallway on the left.

LUNCH ON YOUR OWN

2:30 PM – Graduation Line-up

Graduates must arrive at the steps of the Main Building wearing caps and gowns. In case of rain, meet in the Lumpkin Gallery located in the JPAC. When you enter the JPAC, the Lumpkin Gallery is the hallway on the left. Family and friends should make their way to the JPAC auditorium in preparation for the commencement ceremony.

3:00 PM - COMMENCEMENT CEREMONY

The graduation ceremony will begin promptly at 3:00 PM in the Frances Boyette Dickson Auditorium located in the JPAC. *All friends and family are welcomed to attend. No tickets are required.*

PREFERRED DRESS

Women: Wear black dress shoes that are comfortable and allow you to walk across campus and go up and down steps.

Men: Wear dress clothes with tie and black shoes. Remember to remove your mortarboards (caps) during the Baccalaureate and commencement ceremonies.

TRANSCRIPTS

Transcripts are ordered through the Student Clearinghouse website only. The address is www.studentclearinghouse.org. **Please note whether you would like the Registrar's Office to process the request immediately ("Now"), when final grades are published for the SP-18 semester if you are a current student ("After Grades Are Posted"), OR after your degree is conferred ("After Degree is Awarded").**

The cost of the transcript varies based on the mailing method:

- **Electronic Transcript** - \$9.00; Please name the recipient and recipient e-mail address as the individual you wish to receive the transcript. If, for example, a student requests a transcript to their personal e-mail address, but really intended it to go to another institution, the institution may consider the transcript unofficial if the student opens it. In this case, an e-mail address to the appropriate representative at the institution should be entered instead.
- **Hold for Pick-up** - \$12.25; Note that if you request a transcript to be printed and held at Louisburg College for pickup in the Registrar's Office (Davis 203), your transcript will be marked "in process" when it has been printed and "sent" when you have picked up the transcript. Also note that you will need identification - such as a driver's license or other photo ID - in order to verify your identity before the transcript will be handed to you. No one except the recipient may pick up the transcript.
- **Mail** - \$12.25; Transcripts will be sent to the recipient and mailing address entered. Due to this, please make sure that you have an accurate mailing address for your intended recipient/institution. Note that these transcripts are sealed and opening the sealed envelope renders the transcript unofficial to other institutions.

NOTE: Transcripts are **NOT** released for students who have account holds with Financial Services. If you receive a note indicating that there is a financial hold on your account, please contact Financial Services directly to address.

Please allow 4-6 business days from the graduation date for processing.