

SPRING 2012 GRADUATION CHECKLIST

GRADUATION ANNOUNCEMENTS AND **ACADEMIC REGALIA**

- Order Academic Regalia (e.g. **Cap & Gown**) and Any Other Graduation Accessories (e.g. Announcements, Rings, etc) [Online](#).
 - Ordering begins **February 15** and the deadline is **April 15**.
 - The Deadline for Graduation Announcements is **February 30**.
 - Direct All Regalia Questions to the Contact Info provided by Herff Jones
- Regalia will be available at the Lifeway Campus Store for **pickup** beginning on **Monday, May 14**.

ALUMNI RECORD FORM

- Please complete the Alumni Record Form [online](#). Through this link you may continue to update your information from this time forward, long after you graduate. However, you must fill this form out before you can graduate. The deadline is **April 30**.

ON-CAMPUS HOUSING

- Graduates in on-campus housing should communicate with the housing office their housing plans/needs beyond graduation.
 1. Those who plan to **move out** of campus housing should submit:
 - a) A Move Out Notice (Form can be obtained [online](#).)
 - b) A Check Out Packet and their keys at move out (Form available at the Housing Office or [online](#).)
 2. Those who need to **stay in campus housing beyond May** graduation should submit a request to housing@sebts.edu indicating their need to continue in campus housing. The request should indicate the reason for needing to continue in campus housing:
 - a) Student continuing in a new degree program (approval letter into new degree program required by **5-18-12**).
 - b) Spouse continuing in a new degree program (a new Housing Agreement will be required signed by **5-18-12** in spouse's name since they will be the student.)
 - c) **Future plans not clear**. (Note: Graduates' Housing Agreements will terminate June 2, 2012. Graduates still in housing on June 3, 2012 will be charged an additional \$200/mo in rent).

GRADUATING IN ABSENTIA

- Provide a **written** request specifying exceptional and unusual circumstances to the Dean of the Faculty (e-mail lamick@sebts.edu) for seminary graduates or the Dean of the College (e-mail kbell@sebts.edu) for college and MAIS grads. After you are approved, please send our office the address to which you wish your diploma to be sent.
- Deadline: **April 30**

ACCOUNTING SERVICES

- You will receive an email stating when your diploma fee has been billed and when payment is due. Click [HERE](#) to update your email address.
- Settle remaining student account balance at Accounting Services **by 4:00 PM, Wednesday, May 16.**

LIBRARY

- Turn in all Library books and pay any fines **by 3:00 PM, Wednesday, May 16.**

ATTEND GRADUATION REHEARSAL (*REQUIRED*)

- **College (including MAIS) Thursday, May 17 @ 8:30 AM, in Binkley Chapel.**
 - Only those having permission from the Dean of the College will be excused.
 - Casual Dress is fine.
- **Seminary is Thursday, May 17 @ 10:30 AM, in Binkley Chapel.**
 - Only those having permission from the Dean of the Faculty will be excused.
 - Casual Dress is fine.

ATTEND GRADUATION RECEPTION (*OPTIONAL*)

- **Thursday, May 17** from 2:00-4:00 PM (in groups divided according to last name).
- An RSVP via the [Activity Reservation Form](#) is **required** to attend.
Please RSVP by May 1

COMMENCEMENT (*REQUIRED*)

- **Friday, May 18th, 2011 – 10:00 AM – Seminary.**
 - In order for guests to attend the Seminary commencement, tickets may be required. If tickets are required, The Dean of Students Office will contact you by April 1 with the number of tickets you will be allowed.
 - Slacks, Shirt & Tie for Men; Modest, dark dress/skirt and blouse for Women.
- **Friday, May 18th, 2011– 3:00 PM – College (including MAIS).**
 - Slacks, Shirt & Tie for Men; Modest, dark dress/skirt and blouse for Women.

Please note the graduation requires the cooperation of several offices on campus. Please do your best to contact the appropriate office (per above) with questions you may have regarding specific guidelines.