



SPRING 2019 GRADUATION CHECKLIST

- Feb. 1st**** **ACADEMIC REGALIA**- Regalia **must be ordered online through Herff Jones**. The ordering site can be accessed by clicking [here](#). A PDF containing step-by-step ordering instructions, will be available via e-mail request. **Regalia will be shipped directly to the address you provide when ordering. **The last day to place an order will be Thursday, April 18th.****

- Apr./May** **FINALIZE ON-CAMPUS HOUSING ARRANGEMENTS**- Graduates in On-Campus Housing should **communicate with the Housing Department** concerning their housing plans and needs beyond graduation.

Plan to Move-Out?- Please submit the following:

1. **30-Day Move Out Notice** (Click [here](#).)
2. Check-Out Packet (and keys) (Click [here](#).)

NOTE: Per the Housing Agreement, rent will be charged through May 31, 2019. **Pro-rated rents are not available.**

Need to Stay in Campus Housing?- For Spring graduates, needing to stay in Campus Housing beyond the Spring Graduation, please submit a request to housing@sebts.edu.

- **Graduates continuing in a new degree program** must submit an approval letter into the new degree program by **May 31, 2019**.
- **Spouses continuing in a degree program** must sign a new Housing Agreement, by **May 31, 2019**, in the spouse's name since they will be the student.
- **Graduates' Housing Agreements** will not automatically renew after **May 31, 2019** but enter "Graduate Status." Housing Agreements in Graduate Status typically have their rents increase to an additional \$200.00/mo in rent. However, due to available space, the Housing Office will waive this increase for May 2019 graduates through **12-31-19**. Graduates needing to remain in campus housing after graduation will be charged regular student rate rent through **12-31-19**.

- May 1st** **COMPLETE ALUMNI FORM**- The Alumni Record Form, found [here](#), allows you to continue receiving correspondence from Southeastern.

- May 8th**** **CLEAR ALL STUDENT ACCOUNTS**- Your diploma will be held if your Student Accounts (ie. Accounting and Library) are not cleared and in good standing by **noon on Wednesday, May 8th, at the latest**. All balances must be paid and all books must be returned.

You will be notified once the **\$100.00 Diploma Fee has been billed to your Student Account. This is anticipated to occur in **late March**.**

May 9th **ATTEND GRADUATION REHEARSAL****- Both College and Seminary will rehearse in Binkley Chapel on **Thursday, May 9th**. ****ATTENDANCE IS REQUIRED.****

- The **College Rehearsal** will begin promptly at **8:30am**.
- The **Seminary Rehearsal** will begin promptly at **10:30am**.
NOTE: Rehearsal is expected to last about two hours.

There is not a requested attire and you do not need to wear or bring your regalia, with the exception of Doctoral Students. **Doctoral Students ONLY:** please bring your hood.

May 9th **MAGNOLIA HILL RECEPTION**- Dr. and Mrs. Akin will host a reception honoring graduates at their home, Magnolia Hill, on **Thursday, May 9th** (Time is TBA). Graduates will be divided into groups based on their last name. More information, including a **mandatory RSVP**, will be sent via an **EventBrite** invitation from the Dean of Students Office. Any further inquiries regarding this event should be sent to studentservices@sebts.edu.

May 10th **PARTICIPATE IN COMMENCEMENT****- College and Seminary Commencement exercises will take place in Binkley Chapel on **Friday, May 10th**. ****ATTENDANCE IS REQUIRED.****

- **Seminary Graduates** are to arrive at **Adams Hall** by **8:30am** for **Check-In**.
- **College Graduates** are to arrive at **Adams Hall** by **1:30pm** for **Check-In**.
NOTE: All graduates are to arrive dressed in academic regalia.

Guests will be required to present their tickets at the door-- both paper and electronic tickets will be accepted.

- The **Seminary Commencement** will begin promptly at **10:00am**.
- The **College Commencement** will begin promptly at **3:00pm**.