



## SPRING 2019 GRADUATION INSTRUCTIONS & INFORMATION

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- **GRADUATION APPLICATIONS**- Applications are to be submitted after the student has completed Spring course registration. The deadline for submission, without penalty, is **Wednesday, January 30<sup>th</sup>**. Applications received **after January 30<sup>th</sup>**, but before March 1<sup>st</sup>, will be assessed a **\$125 Late Fee**.

**\*\*No graduation applications will be accepted after Friday, March 1<sup>st</sup>\*\***

- **CORRESPONDENCE**- All communication regarding graduation will be sent to your student e-mail. To update your e-mail forwarding, click [here](#).
- **Spring 2019 GRADUATE LIST**- This list will be available starting **Monday, February 18<sup>th</sup>**. This document can be found [here](#) for the **Seminary** and [here](#) for the **College** and **will be updated frequently throughout the semester**. It is a reflection of the information found on the graduation applications and will be used for **printing Diplomas** as well as for the **Commencement Ceremony** (ie. Programs and Script).

Thus...

-Applicants are **requested to verify ALL information** (ie. Degree Program, Spelling of Name, and Hometown).

**-If any information is incorrect, it is the applicant's responsibility to contact the Registrar's Office IMMEDIATELY.**

**NOTE:** Any diploma corrections received after **Wednesday, March 20<sup>th</sup>**, will be charged an additional Diploma Fee.\*\*

- **[ PENDING APPLICATIONS ]**- An application needing further attention is considered pending and is noted on the **Spring 2019 Graduate List** by way of **brackets [ ]**. If an application is pending, the applicant should reference the Degree Audit e-mail (**E-Mail Subject Line: Spring 2019 Graduation- Pending**) or their Academic Plan to understand what remains outstanding.

**NOTE:** SEBTS's Graduation Policy allows graduates to walk in the Commencement Ceremony with **one outstanding course to complete**, so long as it can be satisfied in the **term that immediately follows** (ie. Summer term). Once the course is completed, the degree will be conferred and the diploma will be mailed to the address on the graduation application.

**-Applicants should reply to the Degree Audit e-mail** (E-Mail Subject Line: Spring 2019 Graduation- Pending) to inform the Registrar's Office of how they plan to complete the outstanding course.

- **DIPLOMA FEE**- An e-mail will be sent once the **\$100.00 Diploma Fee** has been billed by the Accounting Services Office. This fee is anticipated to be **billed in late March**.

- **GRADUATING IN ABSENTIA\*\***- It is an honor to participate in the Commencement Ceremony on Friday, May 10<sup>th</sup>, and SEBTS requests that all graduates participate. **\*\*Graduates with scheduling or traveling conflicts must e-mail a detailed request to Andrew Sheely ([asheely@sebts.edu](mailto:asheely@sebts.edu)) to receive permission to NOT ATTEND Graduation Rehearsal and/or the Commencement Ceremony by Friday, April 12<sup>th</sup>.** \*\*
  
- **TICKETS**- Guests will be required to present their tickets at the door-- both paper and electronic tickets will be accepted. Each graduate is allotted up to **five tickets for guests** (children ages 6 and under are not required to have a ticket). These tickets must be claimed through the **EventBrite invitation** sent out by the **Dean of Students Office**. Please direct all ticket inquiries to [studentservices@sebts.edu](mailto:studentservices@sebts.edu).  
  

**NOTE:** There will be two opportunities to claim tickets via EventBrite. (1) The first invitation will allow up to **5 tickets** to be claimed. The invitation will **remain open until 5 weeks prior to graduation**. This will help ensure that everyone has ample time to reserve space for their family and friends. (2) In the event that there are remaining tickets, a second invitation will be sent to claim additional tickets.
  
- **ATTIRE**- Graduation Rehearsal does not have a required dress. On **Commencement Day**, however, the following should be worn under the academic regalia: **Men**- dress shirt (tie is preferred), dress pants, and dress shoes. **Women**- dress or skirt with a blouse and low-heeled shoes.
  
- **PHOTOGRAPHY/VIDEOGRAPHY**- PhotoSpecialties will be present to capture this special day! A few weeks following the Commencement Ceremony, **graduates will receive an e-mail from PhotoSpecialties containing a link to view and order the pictures taken**. Although the Commencement Ceremony will **not be recorded**, it will be **LiveStreamed** for those who are unable to attend. To watch online, please click [here](#).