



CHECK LIST OF THINGS TO DO...

In the Weeks Prior to Graduation:

- ***Double check your Seminary accounts***
 - Make sure that items like rent, tuition, parking tickets, copies, unpaid loans with Financial Aid, etc. are up to date. See “Clear all of your accounts” on the bottom of page 6.
 - Return any Library books and pay any Library fines.
 - Live in Campus Housing? The move-out deadline for graduating students is May 31, 2014. An official, written notice of move-out is required at least 14 days in advance.
 - Seminary PO Box holder? Close your box and leave your forwarding address.
- ***In Absentia Requests***

If an extraordinary situation prevents you from being at Commencement, please email an in absentia request as soon as possible to the Registrar’s Office: mharrison@swbts.edu

If your request is approved, the Registrar’s Office will give you a different check list of items to do for graduation clearance.
- ***Update information with Student Loan Providers***

Contact your lending institution to update information and begin re-payment.

May 5 - 8: Required (In Person) Graduation Clearance Process

- Days: Monday, May 5 to Thursday, May 8, **ONLY**
- Clearance Hours are limited: Monday to Wednesday, 8:30 AM to 3:30 PM
Thursday, 8:30 AM to **Noon**
- Clearance **begins** in the Registrar’s Office (S-104).
- What to bring with you to clearance:
 - Required** Alumni Information form (page 7 of this newsletter)
 - Optional** News Release form (see pages 8-9 of this newsletter)
 - Method of payment for your graduation fee** (fees listed on pg. 6). As far as a method of payment, please bring cash, check, or credit card. If you use a credit card there is a 2.5% service charge. You will also need to be prepared to pay any outstanding balances in addition to your graduation fee.
- **When you come for clearance, the Registrar’s Office will let you know if you need to see offices such as the Campus Post Office (to close Campus PO Box), the Library, Financial Aid, Housing, and International Student Services.**
- You will pick up your Regalia in the Registrar’s Office as the last stop of Clearance.
- A spouse, friend, or family member can clear for you. Clearance takes about 30 minutes if your accounts are in good order.

CHECK LIST OF THINGS TO DO, Continued...

Tuesday, May 6 by Noon: Reservation Deadlines

- For Reception for Graduates – Special Invitation on page 4
- For Childcare during Reception for Graduates and the Morning of Graduation—see page 4

Thursday, May 8: Rehearsal and Reception

Graduation Rehearsal at 3:00 PM on Thursday, May 8

- **Who?** Required for Every Graduate
- **When?** May 8, arrive at 2:45 P.M. We will start promptly at 3:00 P.M. and it should end no later than 5:00 PM.
- **Where?** MacGorman Chapel
If an extreme emergency prevents your attendance at rehearsal, you must notify the Registrar's Office at (817) 923-1921 ext. 3040.
- **Doctoral Students:** Please bring your hood if you have purchased your doctoral regalia. If you have rented doctoral regalia, the Registrar's Office will have your hood.

Reception for Graduates on Thursday, May 8

- Hosted by the President and First Lady at Pecan Manor
- Special Invitation on top of page 4
- Childcare available, by reservation—see deadline on invitation
- RSVP required—see deadline on invitation

Friday, May 9: Commencement Ceremony

- Ceremony begins at 10:00 A.M. in MacGorman Chapel
- Graduates report to the Chapel at 9:00 A.M.
- More details on page 3
- Childcare available, by reservation—see deadline on bottom of page 4
- Doctoral students who rented regalia, please return it after ceremony

**** Reminder****

You must successfully complete all of the required elements for your degree to graduate (all required classes, thesis, project, dissertation, etc.). If you do not pass all of the required elements your degree will not be conferred, even if you participate in the ceremony and receive your diploma.

THINGS TO KNOW ABOUT THE COMMENCEMENT CEREMONY...

Childcare

Childcare, by reservation, is provided to graduates and guests. Please see the special announcement on page 4 for more details and deadlines.

Dress

Gentlemen should wear dark shoes and dark slacks. Ladies should wear dark shoes with a skirt that does not hang below your robe.

Seating

Family and friends will be seated on a first-come, first-seated basis. There will be no tickets issued for guests and graduates can invite as many people as they would like. Doors will open to the public at 9:00 AM.

Diplomas

Your name will be printed on your diploma as you indicated on your graduation application. Please see your dean at rehearsal if your name is often mispronounced.

Length and Conduct

The ceremony will last about 2 hours. We want to make this a worshipful time for you and your guests. Please help your guests to know that they honor you by respecting this time.

Photography and Video

A professional photographer will take a picture of you as you receive your diploma. Six to eight weeks after graduation, he will mail you a proof and purchase offers.

The seminary will upload a video of the ceremony for you to access.

Guests are allowed to take pictures and video, but should remember to be respectful and not approach the stage area.

AFTER GRADUATION IS OVER...

Housing

The move-out deadline for graduating students is
May 31, 2014.

An official, written notice of move-out is required at least 14 days in advance.



Need a Transcript?

The Registrar's Office will make every effort to have grades and degrees posted for graduates five weeks after graduation. You may pre-order a transcript and we will prepare it for you as soon as grades and degrees have been posted. Standard service transcripts are \$5 each and require written consent.

CHURCH/MINISTER RELATIONS

"The main point of contact at Southwestern between you and SBC churches and agencies!"

As a Southwestern Alumnus, our E-recruiting system is available to you... E-recruiting allows you to upload your résumé and set your desired parameters for circulation. In addition, your résumé can be emailed directly to churches from our office. You also have access to all SBC listings within the system.

Call our office at (817) 923-1921 ext. 6330 to find out about "getting on board" TODAY!

This service is also available to you in years to come.

SPECIAL ANNOUNCEMENTS . . .

Reception for Graduates

*Hosted by
The President and First Lady
May 8, 2014
Pecan Manor*

Reception Schedule

<i>BS, BA, MM, MTS, MA</i>	<i>7:00 PM-8:00 PM</i>
<i>MDiv, ThM</i>	<i>8:00 PM-8:30 PM</i>
<i>DEdMin, DMin, DMA, PhD</i>	<i>8:30 PM-9:00 PM</i>

Graduates are invited to attend this semi-formal occasion with their spouses and parents. Children are not included in this event, but childcare without cost will be available at the Children's Center for children 2 months old through sixth grade.

*Please reply to
pecanmanor@swbts.edu
or 817-923-1921 ext. 7812*

*For childcare reservations
contact Cheryl Bell:
817-923-1921 ext. 2970, cbell@swbts.edu*

Please make reservations for the reception and childcare by noon on Tuesday, May 6, 2014.

COMMENCEMENT CEREMONY CHILDCARE

Reservations required

Location: Naylor Children's Center
On the SWBTS Campus, across from Price Hall near the RAC

Times of care: 9:00 am to 15 minutes after the end of the ceremony

Ages: Children 2 months to 5 years old

Reservations/Questions: (817) 923-1921, ext. 2970 or Cheryl Bell cbell@swbts.edu

Cost: Children of graduates: FREE
Children of guests: \$10 per child (check or exact cash accepted)

Reservation Deadline: **Tuesday, May 6, by 12:00 noon**

This free and low cost care was made possible by a gift from a generous donor.

Please Note: Those who are using childcare at the Naylor Children's Center should fill out and submit the Childcare Form located at : <http://www.swbts.edu/childrenscenter/>.

The form should be emailed to Cheryl Bell at cbell@swbts.edu.

ABOUT YOUR REGALIA (CAP AND GOWN)...

All Students

- Check your regalia package before Friday AM to make sure all pieces are included
- Sorry, no borrowing regalia from a former graduate
- Do not bring your regalia on a hanger or in a bag to graduation.

Doctoral Students:

- Rented regalia has been ordered if requested based upon the sizes submitted on your graduation application.
- Pieces included with doctoral rental: cap/tam with tassel, robe, and hood. **The Registrar's Office will keep your rental hood until the ceremony.**
- Rented doctoral regalia must be returned to the Registrar's Office by 5 PM on Graduation Day.
- If you bought your regalia please work with your regalia provider concerning the details and **please bring your hood to rehearsal.**

Masters and Undergraduate Students:

- Regalia was ordered based upon the sizes submitted on your graduation application.
- The regalia is yours to keep.
- Parts included in the regalia package:
Masters: Robe, hood, mortar board cap, tassel
Undergraduate: Robe, mortar board cap, tassel
- Please do not bring your regalia to rehearsal.

IT MAY HELP YOU AND YOUR GUESTS TO KNOW...

Address:

MacGorman Chapel
Southwestern Baptist Theological Seminary
4616 Stanley Ave
Fort Worth, TX 76115

Parking:

- The closest parking is available south of the Chapel. This includes parking for the handicapped.
- Additional parking is available:
South of the Riley Center
Across from the RAC at Spurgeon and Frazier
North of the Counseling Center at Gambrell and Frazier
North of the World Missions Center at Stanley and Gambrell
- Please remind your guests to pay attention to No Parking Signs around campus.

Accommodations:

The Riley Center

1701 W Boyce St
Fort Worth, TX 76115
817-921-8800
guests@swbts.edu

Crown Plaza

Fort Worth South
100 Altamesa Blvd
Fort Worth, TX 76134
817-293-3088

Courtyard Marriott

6400 Overton Ridge Blvd
Fort Worth, TX 76132
817-294-7600

Hampton Inn

4799 SW Loop 820
Fort Worth, TX 76132
817-346-7845

This list is provided for your information, not as an endorsement.

FEES AND FINANCIAL ISSUES...

Graduation Fees

- Due during the week of graduation.
- Graduation fees cover a number of items and cannot be adjusted for any reason.
- Undergraduate and Masters graduates — Academic regalia for commencement is included in the graduation fee.
- Doctoral graduates — the fee shown below includes rented regalia.

If you are a doctoral graduate and chose to purchase your own regalia, please notify the Registrar's Office if you have questions regarding your graduation fee amount.

Diploma Degree, Bachelor of Arts, Bachelor of Science	99.00
2 Diploma Degrees (i.e. Diploma and Advanced Diploma)	134.00
Masters degree without project/document/thesis	110.00
2 Masters degrees without project/document/thesis	165.00
2 Masters degrees one <u>with</u> thesis one <u>without</u> thesis	207.00
3 Masters degrees without project/document/thesis	215.00
Masters degree <u>with</u> project/document/thesis	152.00
DEdMin Degree	262.00
DMin Degree	262.00
PhD and DMA Degree	262.00

\$ CLEAR ALL OF YOUR ACCOUNTS \$

Financial Accounts:

School policy requires that all of your accounts be cleared before you can graduate, receive your diploma, and have a final transcript released.

Financial Aid:

Students with existing loans with Southwestern must clear with the Financial Aid Office as a part of Graduation Clearance. The Registrar's Office will help direct you during Clearance if this applies to you.

Student Housing:

You will be required to pay rent for the entire month of May at the same time that you pay your graduation fees at Graduation Clearance. If you plan to move out of housing before the end of May, please go to the Housing Office first and ask them to fill out a pro-rated rent form. Bring the pro-rated rent form to the teller windows, and the cashiers will use that form to adjust the amount of rent you will be required to pay.

REQUIRED ALUMNI INFORMATION FORM

MR. ___ MRS. ___ MISS ___ DR. ___ REV. ___ OTHER ___ MALE ___ FEMALE ___

NAME: _____
(FIRST) (MIDDLE) (LAST) (SUFFIX) (NICKNAME)

STUDENT ID#: _____ DATE OF BIRTH: ___ - ___ - ___

DEGREE RECEIVED: _____ CONCENTRATION: _____

SPOUSE NAME: _____
(FIRST) (MIDDLE) (LAST) (SUFFIX)

IS SPOUSE A SWBTS GRADUATE? NO ___ YES ___ DEGREE: _____

CONTACT INFORMATION

PLEASE INCLUDE WHERE YOU WILL LIVE/WORK AFTER GRADUATION

DO NOT USE CAMPUS ADDRESSES OR EMAILS UNLESS CONTINUING FOR ADDITIONAL DEGREE

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: ___ - ___ - _____ CELL PHONE: ___ - ___ - _____

E-MAIL ADDRESS: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

BUSINESS PHONE: ___ - ___ - _____ EXT. _____

BUSINESS E-MAIL ADDRESS: _____

POSITION TITLE: _____

Dear Graduate:

Congratulations on completing your studies here at Southwestern!

In order to let your family and friends know about your accomplishments, the Office of Communications needs some information for a news release we will prepare about you.

The completed form will allow us to notify your hometown newspaper and Baptist state newspaper about your achievement free of charge. **Please note that the Fort Worth Star-Telegram and Dallas Morning News do not accept graduate news releases.**

Please take a few minutes to fill out this form completely. To return the form below, email it to communications@swbts.edu, fax it to 817.921.8766, mail it to SWBTS, P.O. Box 22568, Fort Worth, TX 76122 or return it in person to the Office of Communications in Fleming-103. Please call 817.923.1921 ext. 4848 with questions. **The deadline for submission of this form is 5:00 p.m. on May 9, 2014.**

Thank you for your time and help.

Sincerely,

Office of Communications

GRADUATE NEWS RELEASE FORM

In order for your information to be submitted, please complete all of the information.

Name: _____ Circle one: Male Female

Degree: _____

Telephone Number: _____

Home City: _____

Home State: _____

Home Church: _____

If you submit this form, a release will automatically be sent to your Baptist state newspaper.

NEWSPAPERS

(Email address preferred, but if not available, phone # acceptable)

Newspaper (1):

Name: _____ Town: _____

Phone #: _____ Email address: _____

Newspaper (2):

Name: _____ Town: _____

Phone #: _____ Email address: _____