

Andersonville Theological Seminary

Student's Name as you want it to appear in program: (Please print or type neatly)

Please initial or check beside each packet that you have read and understood. All packets are located at www.andersonvilleseminary.com and then click on the "forms" tab.

(DO NOT FILL THIS OUT UNLESS YOU ARE ATTENDING THE ONSITE GRADUATION - NEXT GRADUATION IS MAY 25, 2018)

The Reason we ask students to do this is to cut down on onsite graduation questions

1. _____ No student is allowed in the graduation auditorium before 10 AM EST for any reason. Staff will be setting up from 8:30 to 10 AM and no student can come in before 10 AM EST!!!!!!!!!!!!
2. _____ Please **do not** simply put your initials or a check mark in the blank and **not actually read** the information packets. **God is witness** that you have read these packets!!!! All packets are located under the forms tab on ATS website.
3. _____ The auditorium is located at 200 North Jackson Street in Albany, GA.
4. _____ Read instructions regarding check in at graduation and other general information.
5. _____ Filled out intent to attend graduation form and sent it to ATS.
6. _____ Realize that I need to sign in at graduation at 10:00 AM EST Sharp!
7. _____ Read hotels, airports, and restaurants information packet.
8. _____ Read cost to attend packet.
9. _____ Understand that the degree fee is different than the onsite fee. These are two separate fees. If a husband and wife are walking in the onsite graduation, only one \$250 attendance fee is required. Both students have to pay the degree fee but only one attendance fee.
10. _____ Understand I can invite as many guests as I want.
11. _____ Looked at the sample of the graduation program under the forms tab so that I would have a general idea of the order of events.
12. _____ Read the DVD of graduation packet.
13. _____ Read graduation regalia packet (caps, gowns, tassels, hoods, and honor cords).

14. _____ Understand that if I order cap and gown from Brooks Davis it will be mailed to me before graduation. **No cap and gown units will be picked up at graduation!** If you already have a cap and gown, please bring it with you. If you buy your gown from somewhere else or have one that you have used in previous graduations, that is fine. It may look a little different from other students and if that is fine with you it is fine with ATS. Information about caps and gowns is located under the “forms” tab on the graduation regalia packet. This packet tells the prices and other related information. Brooks can be reached by calling 1-800-525-1611 or by emailing advisor@andersonvilleseminary.com.
15. _____ Have read the picture price packet. No credit cards accepted.
16. _____ Have looked at the sample invitation and have also read the invitation order form for prices of invitations.
17. _____ Read items for sale at graduations.
18. _____ Read order of service at graduation.
19. _____ Have read let Julie Brown know how I want my name to read on program. You can email her this info at finance@andersonvilleseminary.com
20. _____ Have let Julie Brown know approximate number of guests I will bring.
21. _____ Realize that I am not required to purchase any music CDs from the singers, ATS memorabilia, pictures, honor cords, medallions, frame, invitations, etc. ATS appreciates if you do, but you are only required to pay onsite fee and degree fee.
22. _____ Realize that after I check in and have pictures made, that I am dismissed until 1:00 PM EST sharp. At 1:00 all graduates will report to the balcony.
23. _____ Singers start singing at 1 Sharp so you need your guests to get there by 12:30 to ensure they get a good seat to hear singers.
24. _____ Understand that I do not receive degree at graduation. I will receive a certificate of participation.
25. _____ In the past, several students have asked if guests need invitations or ticket to get in the door at graduation. The answer is no. Students are not required to order invitations. You are allowed to invite as many guests as you desire.
26. _____ In the past, several students have asked if they may use a cap and gown that they have purchased previously. This is acceptable. Your gown may look a little different than the students who ordered from Brooks Davis; and if that doesn't bother you, it is fine with ATS.
27. _____ Have turned in Graduation Reading Checklist to ATS.
28. _____ Please remember that it is better to over estimate the number of guests you are bringing than to under estimate. This helps ATS to have enough programs for all guests and graduates.
29. _____ Realize that in order to attend graduation I must turn in the following Four forms:
 - A. Intent to attend form
 - B. Graduation reading checklist form
 - C. Approximate number of guests attending form
 - D. Signed statement form

** Must email finance@andersonvilleseminary.com and make sure all transcripts are on file – you can not walk across stage until we have all needed transcripts**

30. _____ Realize I am allowed to bring as many guests as I want fee of charge.
31. _____ Realize all tuition for degree walking across stage for, grad fees, and onsite fees are due by April 15th.
32. _____ What graduate should wear under cap and gown:
This is **NOT** required – it is only suggested by cap and gown company
However you can wear anything you want under cap and gown
Male: Black pants and white dress shirt or black suit
Female: Black skirt and white blouse
33. _____ Picture money and DVD money is turned in on the day of graduation.
Do not mail these forms or money to ATS for these items. Picture money is made payable to Heritage Photography on the day of graduation. DVD money is made payable to Jerry White on the day of graduation. Again, these fees are Not paid to ATS.
Also Photograper and DVD person do NOT take credit cards.
Check or money order only!!!
34. _____ Have read all packets about onsite graduation located under the forms tab.
35. _____ I understand that the photography people and the DVD people do NOT accept credit cards. You can pay by check or money order only on the day of graduation. Also do NOT make it out to ATS.
36. _____ All transcripts must be on file before a student can walk across stage in graduation. You must email finance@andersonvilleseminary.com to make sure ATS has all transcripts on file before you are allowed to participate in the onsite graduation.
37. _____ Once you turn in your intent to attend form you should receive several emails letting you know about graduation daily. If you are not receiving emails then you need to call immediately because somehow you probably were overlooked and ATS does NOT have you down to attend.