Andersonville Theological Seminary

Instructions regarding check in at graduation and other general information for the

May 26, 2017 graduation

(Please read every word of this packet before calling with questions – this packet should answer most questions)

Andersonville Theological Seminary

On Site Graduation Information

Thank you for your interest in attending our 2017 graduation service for Andersonville Theological Seminary. We know this is an exciting time in your life and we look forward to sharing it with you. The ceremony will take place on Friday, May 26, 2017 at 2:00 p.m. (EST).

Below we have outlined the information that you need in categories. Please be sure to read each one carefully.

Signing Up to Attend

All students who wish to attend are required to fill out the Intent to Attend Graduation Form located on our website (www.andersonvilleseminary.com) under the FORMS tab. Once a student fills out that form and sends it to the seminary, he or she will start receiving emails regarding graduation. Please respond to each email letting the office know that you received the updated information.

Note: Bulk emails will be sent with updates. These bulk emails may display the emails of all students coming to graduation. Students often email about meeting for a meal, etc.

What to Expect at Graduation

Graduation service includes all of the following:

- Special music for 1 hour prior to the ceremony
- Welcome and introductions by James Hayes
- A sermon to charge the graduates by Dr. Jimmy Hayes, president of the seminary or a guest speaker
- Presentation of degrees
- Pictures with Dr. Jimmy Hayes as the graduate receives his or her degree
- A group picture of the graduating class

The service usually lasts about 2 hours, not including the 1 hour of special music prior to the ceremony. A normal on site graduating class usually consists of around 100 graduates with up to 900 people in attendance.

Things to do before Graduation

- Fill out the Intent to Attend Form described above
- Order invitations for your friends and family (optional – see below)
- Order your cap and gown (see information under Cap and Gown heading below)
- Make sure you have paid all tuition, turned in all your work, ordered your degree, and checked with the office to make sure you have been cleared to graduate. Previous transcripts must be on file before receiving degree. ALL FEES AND WORK MUST BE COMPLETED BY APRIL 15TH.

Ordering Invitations

Invitations are a great way to let friends and family know of your accomplishment. They are also great to frame or put in your scrapbook. Graduates may order invitations at www.andersonvilleseminary.com. Go to the FORMS tab on the home page which contains the invitation order form and current prices. Your contact person for invitation questions is Julie Brown. You may email her with questions at grades@andersonvilleseminary.com.

Ordering the Cap and Gown

For the convenience of our students, Brooks Davis, sells cap and gowns for the ceremony. To order, go to www.andersonvilleseminary.com and click on the FORMS tab. You will find information on graduation regalia. The order form will give you the information you need. If you have any questions on the order, contact Brooks Davis at 1-800-525-1611 or email advisor@andersonvilleseminary.com. Orders for the May graduation will not be taken until after January 1, 2017.

Hood colors for various degrees are as follows:

All Counseling = blue
Christian or Religious Education = blue
Biblical Studies = red
Divinity = red
Ministry = red
Theology = red

Brooks Davis is only responsible for the cap and gown orders placed with him. He will not be able to help you if you order your cap and gown from someone else.

Graduation Pictures

Heritage Photography will be making pictures starting at 10:00 a.m. on graduation day. They will continue to make individual pictures until approximately 1:30 p.m. Dressing rooms are available for graduates to change. The graduation picture packet is $100 and must be paid with cash, money order, or check. Checks are made to Heritage Photography.

Videos

Videos will be made during the ceremony and will be on sale for $40.00. Students will be able to purchase the videos on the day of the ceremony. Videos will be mailed out in 6 to 8 weeks. Please make all checks or money orders out to Jerry White.

Degrees

Students do not receive their degree during the graduation ceremony. Degrees are mailed out every month as students graduate. Many of those attending graduation will have already received their degree. Others will have arranged to pick up their degree at check in on graduation day. Some may have been late ordering their degree and will not receive it until later. During the graduation ceremony, each graduate will receive a certificate of participation.

Instructions for Graduation Day

On graduation day, graduates should check in at 10:00 a.m. Please enter through the side door at the north end of the auditorium. Once inside, you will do the following:

- Sign in at the registration table.
- Pick up any degrees or medallions that have been pre-purchased.
- Be directed to the next station where you will pick up your cap and gown.
- Continue to the next station in the main lobby where you will be able to purchase a DVD of graduation, frames with school seal, mugs, T-shirts, tags, and other school memorabilia.
- Continue to the photography station for graduation portraits. Dressing rooms are available for changing.
- After completing these tasks, graduates will be dismissed to have lunch with family and friends.
- Report back to the auditorium by 1:00 p.m. Graduates should report to the upper level where they will be seated by degree types in alphabetical order. Seating order is important to allow graduates to march into the auditorium in the correct order. Please do not be late!!! You will enjoy the music during your wait and allow the lower level seats to be taken by friends and family.

- Shortly before 2:00, graduates will be escorted down to the lower floor and into the auditorium to be seated in a reserved seating area.
- After the ceremony, graduates will march outside for a group photo.

Purchasing Memorabilia

If you wish to purchase items in advance or just wish to view what items are available, go to www.andersonvilleseminary.com and click on the FORMS tab at the top of the home page. Select Apparel and Memorabilia. Prices and pictures of items are available. Items may also be ordered at graduation.

Location of Graduation

Graduation will be held at the following site. Please put it in your GPS or google it in advance to print out a map.

Albany Municipal Auditorium
200 North Jackson Street
Albany, Georgia
Phone: 229-430-3990

Parking is available in a parking lot on the north side of the building. If the parking lot fills up, there is a parking deck across the street. Parking on the street is metered.

Places of Interest in Albany

Flint River Aquarium	117 Pine Avenue	Albany, GA
Chehaw Park (Zoo)	105 Chehaw Park Road	Albany, GA
Albany Fun Park	2608 N. Slappey Blvd.	Albany, GA

Places of Interest in the Area

Andersonville National Cemetery	Andersonville, Georgia
Callaway Gardens	Pine Mountain, Georgia
Pebble Hill Plantation	Thomasville, Georgia
Georgia Agrirama	Tifton, Georgia
Little White House	Warm Springs, Georgia
Wild Adventures Theme Park	Valdosta, Georgia