

Andersonville Theological Seminary  
Graduation Checklist

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

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Student's email address: \_\_\_\_\_

Student's phone number: \_\_\_\_\_

(DO NOT FILL THIS OUT UNLESS YOU ARE ATTENDING THE ONSITE GRADUATION – NEXT GRADUATION IS **MAY 28, 2021**)

ATS requires students to complete this checklist in order to answer common graduation questions. After completing, you may email any additional questions to [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com)

**Please sign at the end of the last statement that you have read and understand each statement and return to ATS.**

1. No student is allowed in the graduation auditorium before 10:30 AM EST for any reason. Staff will be setting up from 8:00 AM to 10:30 AM. Absolutely no students may enter in before 10:30 AM EST!

2. I have read the following packets: (17 packets total)

- Intent to attend graduation/Cost to attend graduation information
- Graduation checklist
- Number of guests attending
- Signed statement/Affirmation Statements
- Instructions regarding check in at graduation and other general information
- Hotels, airports, and restaurants
- (Last Year) Sample graduation program (gives you an idea of order for service)
- DVD of graduation order form (Fill out and bring with you to onsite)
- Graduation regalia order form
- Graduation picture price packet (order at link provided BEFORE graduation)
- Graduation invitation order form and sample of graduation invitation
- Medallion/Honor Cord/GPA and Honor Statuses Information
- Pictures of available medallions
- Graduation Accessories/Honor Cord Order Form
- Frame Order Form
- Transcript Order Form
- Degree Order Form

3. The auditorium is located at 200 North Jackson Street in Albany, GA.

4. I have turned in the four required forms to ATS: intent to attend, graduation checklist, number of guests attending, and signed statement form.
5. I realize that I need to sign in at graduation between 10:30 EST and 11 EST.
6. I 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 is required.
7. I understand I can invite as many guests as I want. Invitations are for sale. To find out how to order invitations email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com)
8. I understand that if I order a cap and gown from Brooks Davis at ATS, it will be mailed to me before graduation unless I live out of country. 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 a cap and gown from somewhere else or have one that you have used in previous graduations, that is fine. Be aware that it may look a little different from other students. Information about caps and gowns is located in the regalia packet under the FORMS tab located under ONSITE GRADUATION. The packet tells the prices and other related information. Brooks Davis can be reached by calling 1-800-525-1611 or by emailing [advisor@andersonvilleseminary.com](mailto:advisor@andersonvilleseminary.com).
9. Please keep in mind that caps, gowns, hoods, honor cords or medallions will **NOT** be sold at the onsite graduation. These items must be purchased by the deadline and will be mailed to you in advance.
10. I understand that the person recording the DVD of the ceremony does accept credit cards. Only cash, checks, or money orders are accepted. Checks and money orders must have a USA routing number. Please fill out and bring the DVD order form with you on the day of the onsite graduation!!!
11. Once you fill out intent-to-attend form, you will start receiving several emails about graduation. If you do not receive follow up emails in a timely manner, let Julie Brown at [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) know so she can double check to make sure that your name was added to the list of students attending onsite graduation!
12. I realize that I am NOT required to purchase any music CDS, pictures, honor cords, medallions or frames. You are only required to pay your grad fee and onsite fee in order to attend. You are also required to turn in needed forms and documentation. Invitations are available for graduates. Email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) to find out details.

13. I realize that after I check in and have pictures made, I am dismissed until 12:45 PM EST. At 12:45 all graduates will report to the balcony.
14. Singers start singing at 1 o'clock; therefore, you need your guests to get there by 12:30 PM. to ensure they get a good seat.
15. I understand that I will not receive my degree on stage at graduation. I will receive a certificate of participation.
16. There are plenty of restrooms for you to change into your cap and gown once you check in at 10:30 AM EST.
17. During the ceremony, please ask your guests to remain seated for the ENTIRE program.
18. All needed transcripts of previous degrees earned must be on file before you can march across the stage. Check with [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) if you are unsure if ATS has all needed transcripts for you.
19. I realize that all tuition, grad fees, onsite fees, work, and all needed transcripts are due by April 15<sup>th</sup>!!
20. You are allowed to wear anything you desire under your cap and gown!
21. DVD fees are due on the day of graduation only! Do not mail DVD order forms to ATS. The forms will also be available for you to fill out at the onsite graduation. However, if you would fill out before onsite and bring the form with you, it will speed up the check-in lines at the DVD order table at onsite graduation.
22. If you have any questions about onsite graduation, please email Julie Brown at [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com)
23. About one to two weeks before graduation, the actual program will be emailed to each participate to check. Please let ATS know that your name is correct on the program. **It is up to you to let us know if there is any error!** Email any needed changes to [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com)

**I have read the above statements and understand each statement! By signing this form, you acknowledge you understand the statements!**

**Student's printed name:**

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**Student's signed name:**

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