

# ANDERSONVILLE THEOLOGICAL SEMINARY



## GRADUATION PACKET

for

Graduation Ceremony

June 28, 2024

*Congratulations!* You have completed your current program! This booklet has been prepared to give you the information that you need to order your degree and to plan for attending the onsite graduation on June 28, 2024! Graduation is always an exciting time for graduates to be recognized in front of their families and friends. It includes entertainment by one of the best music groups in America, the Gold City Quartet, and a message by Dr. James Hayes. We hope that each one of you will plan to attend.

The first thing you will need to do is order your degree. On the next page you will find a degree order form. You will need to fill it out and return a copy of the form to [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com). Our finance department is headed by Ms. Julie Brown and she will be happy to assist you with any questions regarding ordering your degree.

## **Honors Scale**

### **Undergraduate**

*Summa Cum Laude = 3.95-4.00*

*Magna Cum Laude = 3.75-3.94*

*Cum Laude = 3.50-3.74*

### **Graduate & Doctoral (Traditional Program)**

*With Distinction = 3.75-3.94      With Highest Distinction = 3.95-4.00*

### **Graduate & Doctoral (Practical Ministry Program)**

*Summa Cum Laude = 3.95-4.00*

*Magna Cum Laude = 3.75-3.94*

*Cum Laude = 3.50-3.74*

Graduates will be provided with their GPA by email when notified of eligibility to graduate.

# Andersonville Seminary Degree Order Form

Printed Student Name: \_\_\_\_\_

Student Signature (Required) \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Print Name EXACTLY as to Appear on Degree: No titles are to be included: Name only)

Exact Address to which Degree is to be Shipped:

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Last 4 digits of SSN: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

**Check all of the following which apply to your order:**

- \_\_\_\_\_ \$200 for Graduation & Administration Fee (Includes **ONE** 11X14 Degree) does not include frame
- \_\_\_\_\_ \$300 for Graduation & Administration Fee (Includes **TWO** 11X14 Degrees) does not include frame
- \_\_\_\_\_ \$40 for Engraved Medallion/Ribbon denoting honors (if eligible/applicable)
- \_\_\_\_\_ \$250 for Frame with school seal and medallion slot **Underline color:** Red Black Blue
- \_\_\_\_\_ \$175 for Frame with school seal but **without** medallion slot **Color:** Red Black Blue

Note: Frames cannot be mailed to PO Boxes or Out of Country. Students are not required to purchase frames. If you did order a frame, make sure you circled the preferred color.

Student Name: \_\_\_\_\_

Total payment: \_\_\_\_\_ Phone number: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security code: \_\_\_\_\_

To view frames, go to <https://andersonvilleseminary.com/about/apparel-memorabilia/>

## On Site Graduation Information and Sign-Up Forms

Thank you for your interest in attending our 2024 graduation ceremony 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, June 28, 2024, at 2:00 p.m. (EST).

### **Signing UP to Attend**

All students who wish to attend are required to fill out the INTENT TO ATTEND form (attached). Once the 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.

### **What to Expect at Graduation**

Graduation service includes the following:

- Special music for 1 hour prior to the ceremony
- Welcome and Introductions
- A sermon to charge the graduates
- Presentation of degrees
- Pictures of each student and Dr. James Hayes as degree is received
- A group picture of the graduating class

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

### **Things to do before Graduation**

- Fill out the entire packet and return the forms to ATS if you are planning to attend
- Order invitations for your friends and family (optional)
- Order your cap and gown
- 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 your degree. ALL FEES AND WORK MUST BE COMPLETED BY JUNE 1<sup>ST</sup>.

### **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 with the form which will be provided. If you have any questions or need a form, contact Julie Brown at [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com).

### **Ordering the Cap and Gown**

For your convenience, Brooks Davis, sells cap and gowns for the ceremony. To order, call (800-525-1611) or email Brooks Davis at [advisor@andersonvilleseminary.com](mailto:advisor@andersonvilleseminary.com) for an order form. Orders for June graduation will not be taken until after January 1, 2024. To pay for your order, Brooks Davis will email you an invoice.

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. Cap and gowns will NOT be sold at the onsite graduation. You must purchase by the due date and it will be mailed to you.

### **Graduation Pictures**

The Photographer will be making pictures starting at your assigned check in time on graduation day. Dressing rooms are available for graduates to change. You must pay for the pictures at the link online before onsite graduation. We will be providing that link to you at a later date. Once you pay for the pictures, please email a copy of the receipt to Julie Brown at [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com). She needs a copy of the receipt for her records.

### **Degrees**

Students do not receive their degree during the graduation ceremony. Degrees are mailed out every month as the students graduate. During the graduation ceremony, each graduate will receive a certificate of participation.

### **Location of Graduation**

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

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

### **Parking**

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

### **Costs Associated with Graduation**

- Degree/Administration Fee - \$200
- Attendance Fee (onsite only) - \$300  
This includes live stream by email and one DVD
- Total cost = \$500 due by May 15, 2024
- Contact Julie Brown at [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com) for information on a payment plan. Payment plans must be arranged early and must be paid out in advance.

### **Other Costs**

- Cap and Gown – contact Brooks Davis ([advisor@andersonvilleseminary.com](mailto:advisor@andersonvilleseminary.com)) for prices
- Pictures – All students will have to pay a \$20 picture fee. Additional pictures may be purchased. You will be sent a link to see the available packages and to pay for whatever you order.
- Frame with School Seal – (optional) View the frames on our website – [Memorabilia](#)

### **Check in Times for Graduation**

- All Doctorate Degree Candidates – 9:30 a.m.
- All Master’s Degree Candidates – 10:30
- Undergraduate Candidates – 11:30

Once a graduate has checked in, he or she may proceed to have their picture taken. After that, they are free to go and return at 12:30 to have a group picture taken.

### **Important Details**

No student is allowed in the auditorium before 9:30 a.m. EST for any reason.

No airhorns, confetti, or balloons allowed at graduation.

There is no charge to guests. Please let Julie Brown know about how many you will bring.

## ANDERSONVILLE THEOLOGICAL SEMINARY INTENT TO ATTEND FORM

Please fill out the information on this form to attend onsite graduation. If you have any questions, call Julie Brown at 800-525-1611 or email [finance@andersonvilleseminary.com](mailto:finance@andersonvilleseminary.com).

Name as you want it to appear on the program:

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Name as you want it to appear on degree:

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Email address \_\_\_\_\_

Physical address \_\_\_\_\_

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Phone number \_\_\_\_\_ Degree earned \_\_\_\_\_

State or Country you are representing at graduation \_\_\_\_\_

Number of guests you plan to attend with you \_\_\_\_\_

Once you turn in this form, you will begin to receive emails to keep you informed about things you need to know or do. Therefore, it is important to send this form.

## DUE DATES FOR ORDERS

Due by	Service Offered	How to Pay
Before May 1 <sup>st</sup>	Cap and Gown Ordering	PayPal Link provided by Brooks Davis
Before May 1 <sup>st</sup>	Honor Cord	PayPal Link provided by Brooks Davis
Before May 15 <sup>th</sup>	Graduation/Degree order Fee	Debit/Credit Card Check
Before May 15 <sup>th</sup>	Medallions	Debit/Credit Card Check
Before May 15 <sup>th</sup>	Pictures (\$20 minimum)	Contact Julie Brown For Link
Available ASAP	Frames	PayPal Link provided by Julie Brown
Available ASAP	Invitations	PayPal Link provided by Julie Brown