

ANDERSONVILLE THEOLOGICAL SEMINARY



GRADUATION PACKET

for

Graduation Ceremony

June 20, 2025

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 20, 2025!** 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. 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

(ALL 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.

Degree Frame Information

Official ATS Frames are NOT required. Frames **cannot** be mailed to P.O. Boxes or out of the U.S.A.

_____ Email finance@andersonvilleseminary.com for current prices and questions about frames

Frame **with** school seal and medallion slot

Underline Desired Mat Color: Red Black Royal Blue

_____ Email finance@andersonvilleseminary.com for current prices and questions about Frames

Frame with school seal **without** medallion slot

Underline Desired Mat Color: Red Black Royal Blue

Invitation Information

Invitations are not required. They may be purchased at any time throughout the year by emailing finance@andersonvilleseminary.com for information.

Please complete the ORDER FORM on the following page and submit it to the ATS Finance Department via email. We cannot place your order until the DEGREE ORDER FORM and the ORDER FORM are both on file with the Seminary. **Call 1-800-525-1611** if you have any questions.

ORDER FORM

Item	Per Unit Cost	Number Ordered	Subtotal
Grad & Admin Fee	\$200.00	1	
Additional Degree(s)	\$100.00		
Honors Medallion	\$40.00		
Official Degree Frame w/Medallion Slot	Email for price and questions to finance@andersonvilleseminary.com	Mat Colors: Red Black Royal Blue	
Official Degree Frame WITHOUT Medallion Slot	Email for price and questions to finance@andersonvilleseminary.com	Mat Colors: Red Black Royal Blue	
GRAND TOTAL			

It is highly recommended that you call the Seminary to make payment over the phone. If you wish, however, to make payment via email, please fill out the form below and email **directly** to Finance@AndersonvilleSeminary.com.

Student Name:

Name on Card (if different):

Total Payment: \$ _____ (From GRAND TOTAL above)

Phone Number: _____

Card Number:

Expiration Date _____ **Security Code:** _____

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

Email form to finance@andersonvilleseminary.com

ONSITE GRADUATION INFORMATION

Cap and gown and honor cords can be purchased **by emailing** Brooks Davis at advisor@andersonvilleseminary.com. He will email you an invoice or answer any questions you have about those items via email. Please send all initial questions by email.

If you are attending onsite (not required) – you may desire two medallions if you ordered a frame with slot (not required). One medallion will be placed inside your frame and the other medallion will be worn to onsite graduation. If you are coming to onsite and graduating with honors, you may desire to purchase a medallion AND honor cord.

Honor cords are ordered separately from Mr. Brooks Davis by emailing him at advisor@andersonvilleseminary.com.

On Site Graduation Information and Sign-Up Forms

Thank you for your interest in attending our **2025** 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 20, 2025, 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.

All questions about onsite graduation

Email JULIE BROWN at finance@andersonvilleseminary.com or call 1-800-525-1611 and ask for Julie Brown.

If you need to send her a TEXT MESSAGE, you can text her at 1-229-319-8307 (Julie's cell phone)

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 lasts about 2 hours, not including the 1 hour of special music prior to the ceremony. A normal graduating class ceremony usually consists of around 140 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 1ST.

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.

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 for an order form. Orders for June graduation will not be taken until after **January 1, 2025**. 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. Please **email** all cap and gown questions to advisor@andersonvilleseminary.com which is Brooks Davis. Do NOT call about cap and gowns.

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. 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 you 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 Civic Center
100 West Oglethorpe Blvd
Albany, Georgia**

Parking

Closer to onsite graduation ATS will email you about parking and about the clear bag policy of the civic center.

Costs Associated with Graduation

- Degree/Administration Fee - \$200
- Attendance Fee (onsite only) - \$350
This includes live stream by email – (Does NOT include a DVD)
If you want a DVD of graduation you must pay for that separately on the day of graduation (Bring cash only)
- **Total cost = \$550 due by May 15, 2025**
- Contact Julie Brown at finance@andersonvilleseminary.com for information or questions about onsite graduation. You can also **text message** her personal cell at 229-319-8307.
- Cap and gown (additional)
- Pictures (additional)

Other Costs

- Cap and Gown – contact Brooks Davis (advisor@andersonvilleseminary.com) for prices
- Pictures – All students will have to pay a **\$50 minimum** 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

Check in Times for Graduation

- **Check in times will be emailed closer to the onsite graduation**
(Usually starts around 9 AM EST but has not been decided yet)

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 the assigned time we will let you know of closer to the next onsite graduation.

Important Details

Graduates will check in at their assigned times.

Guests do not come until 1:00 (roughly) – a time will be assigned for guests to come closer to onsite graduation

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.

Name as you want it to appear on the program:

On the program ATS list your FULL name
NO Titles such as Reverend will be included

Email address _____

Physical address _____

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 15th	Cap and Gown Ordering	PayPal Link provided by Brooks Davis
Before May 15th	Honor Cord	PayPal Link provided by Brooks Davis
Before May 15 th	Graduation/Degree order Fee	Debit/Credit Card/ Check to ATS
Before May 15 th	Medallions	Debit/Credit Card/ Check to ATS
Before May 15 th	Pictures (\$50 minimum)	Contact Julie Brown For Link
Available ASAP	Frames	PayPal Link provided by Julie Brown finance@andersonvilleseminary.com
Available ASAP	Invitations	PayPal Link provided by Julie Brown finance@andersonvilleseminary.com

**Next onsite graduation
Friday June 20, 2025**