



CHECK LIST OF THINGS TO DO...

In the Weeks Prior to Graduation:

- *Please double check your Seminary accounts*
 - Graduates are permitted to bring up to 6 guests for the commencement ceremony.
 - Please complete the [Fall 2021 Graduation Guest RSVP Form](#) before November 19.
 - Please complete the [Alumni Information Form](#) before November 19.
 - Please watch your email for the **Graduating Student Questionnaire**.
 - **College students**, please watch your email for the **Global Assessment Test**.
 - Make sure that items like rent, tuition, parking tickets, copies, unpaid loans with Financial Aid, etc. are up to date. See “Clear all of your accounts” on the bottom of page 5.
 - Pay your **graduation fee**. You can find this amount on Self-Service. You may pay with a credit card (2.5% service charge) or bank draft (\$2.5 flat fee). You may also pay in cash at the Cashier’s Window on campus.
 - Live in Campus Housing? The move-out deadline for graduating students is **December 13, 2021**. Graduates who live the dorms are expected to move out on **December 4th**. An official, written notice of move-out is required at least 14 days in advance.
 - Return any Library books and pay any Library fines.
 - Seminary PO Box holder? Close your box and leave your forwarding address.
- *In Absentia Requests*

If a situation prevents you from being at Commencement, please email John Hofecker [immediately](mailto:JHofecker@swbts.edu) at JHofecker@swbts.edu, if you have not already done so.
- *Update information with Student Loan Providers*

Contact your lending institution to update information and begin re-payment.

Nov 29 - Dec 2: Required Graduation Clearance Process

- For graduates who will be attending the ceremony:
 - Days: Monday, Nov 29th thru Thursday, Dec 2nd.
 - Clearance Hours are limited: Monday to Wednesday, 8:30 AM to 3:30 PM and Thursday, 8:30 AM to **Noon**
 - Clearance **begins** in the Registrar’s Office (F-204).
 - What to bring with you to clearance:
 - **Method of payment for your graduation fee** (if you haven’t already paid)
 - **When you come for clearance, the Registrar’s Office will let you know if you need to see offices such as the Campus Post Office (to close Campus PO Box), the Library, Financial Aid, Housing, and International Student Services.**
 - You will return to pick up your regalia in the Registrar's Office as the last stop of Clearance.
 - A spouse, friend, or family member can clear for you. Clearance takes about 5 minutes if your accounts are in good order.
- For graduates who will be graduating *in absentia*:
 - Your clearance will be taken care of through an online process.

CHECK LIST OF THINGS TO DO, Continued...

Thursday, December 2nd Rehearsal

Graduation Rehearsal at 3:00 PM on Thursday, December 2nd

- **Who?** Required for every graduate participating
- **When?** Dec 2nd, please arrive at 2:45 P.M. We will start promptly at 3:00 P.M. and it should end no later than 5:00 PM.
- **Where?** MacGorman Chapel—Graduates, Faculty, and Essential Staff are the only participants allowed in the chapel during rehearsal.
If an extreme emergency prevents your attendance at rehearsal, you must notify John Hofecker at JHofecker@swbts.edu immediately.
- **CoViD-19 Precautions:**
 - ◆ Masks are recommended for all individuals while inside campus buildings.
 - ◆ Guest cannot attend the rehearsal due to CoViD-19 precautions.
- **Doctoral Students:** Please bring your **hood** if you have purchased your doctoral regalia. If you have rented doctoral regalia, the Registrar's Office will have your hood.

Friday, December 3: Commencement Ceremony

- Ceremony begins at 10:00 A.M. in MacGorman Chapel
- Graduates report to the Chapel at 8:30 AM. Guests will be allowed into MacGorman Chapel at 9:00 AM.
 - ◆ Masks are recommended for all individuals while inside campus buildings.
 - ◆ Guests will be assigned seats. Graduates will be allowed to bring up to 6 guests. Be sure to complete the [Guest RSVP form](#).
- Due to CoViD-19 regulations, we are unable to provide childcare during the ceremony.
- **Doctoral students who rented regalia, please return all pieces** (robe, hood, tam with attached tassel) **after ceremony.**
- More details on page 3.

**** Reminder ****

You must successfully complete all of the required elements for your degree to graduate (all required classes, thesis, project, dissertation, etc.). Students who are expected to fail a class needed for graduation will not be allowed to graduate or participate in the graduation ceremony. Please contact the Registrar's Office immediately if academic difficulty arises in your graduation semester.

THINGS TO KNOW ABOUT THE COMMENCEMENT CEREMONY...

Childcare

The Seminary is unable to offer childcare during the ceremony due to CoViD-19 precautions.

Dress

Graduates should wear dark comfortable shoes and dark pants/slacks/skirts.

Guest Seating

Graduates will receive their guests designated seating assignment the week before graduation. Make sure to complete the Fall 2021 [Graduation Guest RSVP Form](#).

Livestream Feed

The seminary will provide a livestream feed of the ceremony for friends and family. The ceremony will be streamed on social media platforms, as well as on [swbts.live](#).

Diplomas

Your name will be printed on your diploma as you indicated on your graduation application. Please see your dean at rehearsal if your name is often mispronounced.

Length and Conduct

The ceremony will last about 2 hours. We want to make this a worshipful time for you and your guests.

Photography

A professional photographer will take a picture of you as you receive your diploma. Six to eight weeks after graduation, he will mail you a proof and purchase offers.

Christmas Reception for Graduates

Graduates and their families are invited to attend a Christmas Reception

at the President's Home. Children are welcome!

December 2, 2021 from 1:30pm - 3:00pm.

Please [RSVP here](#) before November 25th.

AFTER GRADUATION IS OVER...

Housing

The move-out deadline for graduating students is

December 13, 2021.

Dorms - December 4th

An official, written notice of move-out is required at least 14 days in advance.



Need a Transcript?

The Registrar's Office will make every effort to have grades and degrees posted for graduates six weeks after graduation. You may pre-order a transcript and we will prepare it for you as soon as grades and degrees have been posted. Standard service transcripts are \$10 each and require written consent. Requests are made online at the [Registrar's](#) page.

Church Ministry Connections

The Office of Church Ministry is the main point of contact between you and SBC churches and agencies. As a Southwestern alumnus, our ministry connector service is readily available to you. Operated by the Church Minister Relations Office, this service allows you to upload your resume for potential church employment opportunities. Furthermore, your resume will be emailed directly to churches from our office. Please check out the website at [swbts.edu/cmr.edu](#) or contact our office by phone (817) 921-8856 or by email cmr@swbts.edu for more

ABOUT YOUR REGALIA (CAP AND GOWN). . .

All Students

- **Check** your regalia package before Friday morning to make sure **all** pieces are included. If something is missing, we will have extra pieces at the ceremony.
- Do not bring your regalia on a hanger or in a bag to graduation.

Doctoral Students:

- Rented regalia has been ordered if requested based upon the sizes submitted on your graduation application.
- Pieces included with **doctoral rental**: cap/tam with tassel, robe, and hood. **The Registrar's Office will keep your rental hood until the ceremony.**
- **All pieces** of rented doctoral regalia (tam with tassel, robe, and hood) must be returned to the Registrar's Office by 5 PM on Graduation Day.
- If you **bought** your regalia please work with your regalia provider concerning the details and **please bring your hood to rehearsal.**

Masters and Undergraduate Students:

- Regalia was ordered based upon the sizes submitted on your graduation application.
- The regalia is yours to keep.
- Parts included in the regalia package:
Masters: Robe, hood, mortar board cap, tassel
Undergraduate: Robe, mortar board cap, tassel
- Please do not bring your regalia to rehearsal.

IT MAY HELP YOU AND YOUR GUESTS TO KNOW. . .

CoViD-19 Precautions

1. Masks are recommended for all individuals while inside campus buildings.
2. All individuals are expected to adhere to CDC guidelines for self-quarantining for 10 days if an exposure to a COVID-19 positive individual occurs. This may prevent some guests and graduates from attending graduation.
3. Graduates and guests traveling internationally should monitor and adhere to current CDC international safety travel guidelines. Current guidelines require proof of vaccination for travel to the United State by air for non-citizens.

Address:

MacGorman Chapel
4616 Stanley Ave
Fort Worth, TX 76115

Parking:

- Parking is available:
 - ◆ South of MacGorman Chapel
 - ◆ South of the Riley Center
 - ◆ North of the Naylor Children's Center at Gambrell and Frazier
 - ◆ North of the Student Clinic at Stanley and Gambrell
- Please remind your guests to pay attention to No Parking Signs around campus.

Accommodations:

Courtyard Marriott
6400 Overton Ridge
Fort Worth, TX 76132
817-294-7600

Hampton Inn
4799 SW Loop 820
Fort Worth, TX 76132
817-346-7845

Hyatt Place/Cityview
5900 Cityview Blvd
Fort Worth, TX 76132

Holiday Inn Express
4609 Citylake Blvd W
Fort Worth, TX 76132

This list is provided for your information only.

FEES AND FINANCIAL ISSUES...

Graduation Fees

- **Due during the week of graduation.**
- Graduation fees cover a number of items and cannot be adjusted for any reason.
- Undergraduate and Masters graduates — Academic regalia for commencement is included in the graduation fee.
- Doctoral graduates — the fee shown below includes rented regalia.

If you are a doctoral graduate and chose to purchase your own regalia, please notify the Registrar's Office if you have questions regarding your graduation fee amount.

Certificate	30.00
Bachelor of Arts, Bachelor of Science	125.00
Masters degree without project/document/thesis	125.00
Masters degree <u>with</u> project/document/thesis	200.00
2 Masters degrees without project/document/thesis	180.00
2 Masters degrees one <u>with</u> thesis one <u>without</u> thesis	260.00
DEdMin Degree	325.00
DMin Degree	325.00
PhD and DMA Degree	325.00

\$ CLEAR ALL OF YOUR ACCOUNTS \$

Financial Accounts:

School policy requires that all of your accounts be cleared before you can graduate, receive your diploma, and have a final transcript released.

Financial Aid:

Students with existing loans with Southwestern must clear with the Student Financial Services Office as a part of Graduation Clearance. The Registrar's Office will help direct you during Clearance if this applies to you.

Student Housing:

You will be required to pay rent for the entire month of **December** at the same time that you pay your graduation fees at Graduation Clearance. If you plan to move out of housing before the end of December, please go to the Residence Life & Housing Office first and ask them to fill out a pro-rated rent form. Bring the pro-rated rent form to the teller windows, and the cashiers will use that form to adjust the amount of rent you will be required to pay.