

# SENIOR PASSPORT

2019-2020



SOUTHERN  
ADVENTIST UNIVERSITY

**Records and Advisement**

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## Calendar of Events 2019-2020

### September

- 5 December seniors—Begin to order graduation announcements/regalia online, [www.cbgrad.com](http://www.cbgrad.com)
- 10 Senior portraits, Student Center, Sherrie Norton Rm. 12-5 p.m.
- 16 GRE Subject Exam, Lynn Wood Hall
- 17-18 Senior portraits, Student Center, Sherrie Norton Rm. 12-5 p.m.

### October

- 21-25 Senior ETS Exit Exam for Baccalaureate Seniors
- 22 Sr. Class Organization, 11:00 a.m., Presidential Banquet Room
- 25 December and May Senior Graduation Contracts Due
- 27 Senior ETS Exit Exam for Baccalaureate Seniors 9:30 LWH
- 28 GRE Subject Exam, Lynn Wood Hall
- 30-31 Online Registration for Winter 2020

### November

- 5-15 Online Registration for Winter 2020
- 11 December Seniors—Deadline to finish correspondence, Christian Service, incompletes, etc.
- 25 LSAT Exam, Lynn Wood Hall
- 29 Last day to order December regalia online, [www.cbgrad.com](http://www.cbgrad.com)

### December

- 18 Nursing Dedication, 7:00 p.m., Iles P.E Center
- 19 Commencement, 7:00 p.m., Iles P.E. Center

*Graduate Management Admission Test (GMAT), Dental Admissions Test (DAT), Optometry Admission Test (OAT), and Medical College Admission Test (MCAT) given by computer only at Sylvan Learning Centers (Nationwide). More information at [www.southern.edu/counseling](http://www.southern.edu/counseling).*

## Calendar of Events 2019-2020

(continued)

### January

### February

- 10 May seniors—First day to order graduation announcements/regalia online, [www.cbgrad.com](http://www.cbgrad.com)

### March

- 29-31 Senior ETS Exit Exam for Baccalaureate Seniors
- 30 LSAT Exam, Lynn Wood Hall

### April

- 1-3 Senior ETS Exit Exam (cont.)
- 5 Senior Recognition Banquet
- 6 May Seniors—Deadline to finish correspondence, incompletes, Christian Service, etc.
- 6 GRE Subject Exam, Lynn Wood Hall
- 13 Last day to order May regalia online at [www.cbgrad.com](http://www.cbgrad.com)
- 16 Campus Research Day

### May

- 8 Senior Breakfast, 8:00 a.m.,  
Collegedale Church Fellowship Hall
- Graduation Practice, 9:00 a.m.,  
Iles P.E. Center
- Social Work Pinning, 6:00 p.m.,  
Ackerman Auditorium

## Calendar of Events 2019-2020

(continued)

### May

- 8 Senior Consecration, 8:00 p.m.,  
Collegedale Church
- 9 Sabbath School, 10:00 a.m.,  
Chattanooga Convention Center  
Baccalaureate, 11:00 a.m.,  
Chattanooga Convention Center  
Education/Psychology Dedication Service, 4:00 p.m.,  
University Church  
Nursing Dedication Service, 7:00 p.m.,  
Chattanooga Convention Center
- 10 Commencement, 9:30 a.m.,  
Chattanooga Convention Center

**Deadline to register for national exams is approximately six weeks before exam date.** See Counseling & Testing Center for information.

### ASSOCIATE DEGREE NURSING STUDENTS

During the last semester of the Associate Degree Program, senior nursing students must apply to take the NCLEX-RN. If students plan to take NCLEX in states other than Tennessee, they are responsible for contacting the state board and requesting applications. The School of Nursing will facilitate all state applications.

A completed transcript is required by each state following graduation. In order for a transcript to be released, the student's account must be current. Student finance officers will work with individual students as necessary.

Information regarding the dedication ceremony will come from the School of Nursing.

Any incompletes or home study courses should be completed per the university calendar, to avoid any delay in the graduation date and release of the transcripts.

Students planning to pursue B.S. degrees must add the BS Nursing major to their programs. Please go online to [southern.edu/records](http://southern.edu/records) and click on "Change Major/Minor/Adviser."

### CAPS, GOWNS AND ANNOUNCEMENTS

Seniors are responsible for ordering their own graduation regalia (cap, gown, tassel and hood) if they plan to march. Instructions for ordering may be found at [www.cbgrad.com](http://www.cbgrad.com). A minimum of three weeks should be allowed for delivery.

Graduation announcements may also be ordered at [www.cbgrad.com](http://www.cbgrad.com). The site will take orders for December graduation announcements beginning September 5, 2019 and for May graduation beginning February 10, 2020.

### CLASSES AT OTHER COLLEGES

Students taking classes at other colleges (while attending Southern) must obtain letters from the class teachers stating that the students are making at least "C" grades in their classes. These letters must be received by November 11, 2019 for Dec. graduates, and April 6, 2020, for May graduates.

## EXIT INTERVIEWS

All seniors who have had loans during their stay at Southern are required to complete an exit interview. Seniors may access the interview process online at [www.southern.edu/loans](http://www.southern.edu/loans).

## GRADUATION CONTRACT

During your junior year a senior Graduation Contract was sent to all juniors and non-graduating seniors to be filled out and then approved by your adviser. By submitting the Graduation Contract to the Records and Advisement office, you have officially applied for graduation.

During the summer months, Sharon Rogers, Assistant Director of Records and Advisement, will review your Graduation Contract and will send you and your adviser confirmation approval of the plan. **If you drop or add classes or change your Graduation Contract in any way, a new contract must be submitted and cleared by the Records and Advisement office or graduation privileges may be revoked.**

## INCOMPLETES/CORRESPONDENCE/CHRISTIAN SERVICE

December seniors need to make up all incompletes, finish correspondence courses and Christian service by November 11, 2019. May seniors need to make up all incompletes, finish correspondence courses, and Christian service by April 6, 2020. Also at these times, professors at Southern will be asked to submit progress reports to verify that seniors are making acceptable grades in their current classes.

## MAJOR FIELD ACHIEVEMENT TEST

All seniors majoring in biology, English, business, history, mathematics, or music are to take the MFAT. The dates will be announced later. Questions about this test may be directed to the chair or dean of each of these five departments or schools.

## ETS PROFICIENCY PROFILE

As a requirement of graduation, all baccalaureate seniors must take the ETS Proficiency Profile in their senior year. Failure to achieve proficiency at level one in each category will necessitate retaking the entire exam at the student's expense.

## NATIONAL TESTS

All students who plan to take national tests during the school year should stop by the Counseling and Testing Services to pick up test applications. Test dates and application deadlines are listed on pages 9-11 of this brochure. Questions may be directed to 423.236.2782.

## PROFESSIONAL SCHOOL APPLICATIONS

Applications to medical, dental, and allied health schools should be made early in the senior year.

Requests for recommendations to professional schools are handled through the office of the Associate Vice President for Academic Administration. Recommendations are sent only at the request of the student.

## RÉSUMÉ ASSISTANCE

For information regarding résumé assistance go to the Career Services web page at [www.southern.edu/careers](http://www.southern.edu/careers). Personal assistance is also available in the Counseling and Testing office located at the Student Success Center.

## SENIOR CLASS ORGANIZATION

The senior class will elect its officers and sponsors on October 22, 2019, in the Presidential Banquet Room at 11 a.m. Convocation credit will be given.

## SENIOR PORTRAITS

Senior portraits will be taken September 10, 17-18 from 12-5 p.m. at the Student Center Sherrie Norton Room. Questions should be directed to the Memories Office at 423.236.2613

## STUDENT TEACHING

All students who plan to do their student teaching during the 2019-2020 school year must apply if they have not already done so. For questions, please contact Cathy Olson at 423.236.2631.

## TEACHER CERTIFICATION

Requirements for teacher certification will be covered in the class titled Student Teaching Seminar. For information regarding teacher certification, contact Cathy Olson at 423.236.2631.

## INCOMING TRANSCRIPTS

Students who have attended any other colleges must have their official transcripts mailed to the Records and Advisement Office immediately after completing their classes.

## OUTGOING TRANSCRIPTS

Official transcripts from Southern may be requested through the National Student Clearinghouse at [southern.edu/records/transcripts](https://www.southern.edu/records/transcripts). Transcripts are released for those students whose accounts are current or paid in full and who are current in re-payment of student loans.

Graduate transcripts, once requested, are generally mailed two to three weeks after graduation for every student who has finished the course work. **Requests that are unable to be fulfilled within 30 days will be canceled, so make sure your request is made no earlier than one to two weeks before graduation.**

A student may receive an unofficial transcript for evaluative purposes by applying in person, faxing the form to 423.236.1899, or emailing it to [transcripts@southern.edu](mailto:transcripts@southern.edu). The form is available at the site listed above.

## National Test Dates

### Dental Admission Test (DAT)

Given only by computer at a Prometric test center

### Graduate Management Admission Test (GMAT)

Given only by computer at a Pearson VUE test center

### ETS Proficiency Profile (senior exit exam for baccalaureate seniors)

#### Dates

October 21-25, 2019

October 27, 2019

March 29-April 3, 2020

*(check website for times by opening the hyperlink below)*

### Major Field Achievement Test

Biology, Business, Computing, English, History, Math, Music & Psychology Seniors—To Be Announced

### Medical College Admission Test (MCAT)

Given only by computer at a Pearson VUE test center

### You can get more information by opening the hyperlink:

[https://www.southern.edu/administration/student-success/testing/national\\_test.html](https://www.southern.edu/administration/student-success/testing/national_test.html)

## National Test Dates

(continued)

### TEST DATE

#### Graduate Record Exam (GRE) (Subject Only)

September 16, 2019

October 28, 2019

April 6, 2020

#### Law School Admission Test (LSAT)

July 15, 2019

November 25, 2019

March 30, 2020

## Accommodations for Guests

### Ooltewah—Exit 11

\*Hampton Inn  
6145 Weir Way  
423.305.6800

\*Holiday Inn Express & Suites  
6274 Artesian Circle  
423.591.8500

\*Spring Hill Suites by Marriott  
8876 Old Lee Hwy  
423.301.5669

Super 8  
8934 Lee Hwy  
423.238.5951

### Shallowford Rd.—Exit 5

Clarion Inn & Suites  
2345 Shallowford Village  
423.855.2898

Country Inn & Suites  
7051 McCutcheon Rd.  
423.899.2300

Embassy Suites  
2321 Lifestyle Way  
423.602.5100

Fairfield Inn by Marriott  
2350 Shallowford Village  
423.499.3800

Hampton Inn  
7013 Shallowford Road  
423.855.0095

Hilton Garden Inn  
2343 Shallowford Village Dr.  
423.308.4400

\*Holiday Inn  
2232 Center St.  
423.485.1185

Homewood Suites  
2250 Center St.  
423.510.8020

MainStay Suites  
7030 Amin Dr.  
423.485.9424

\*Marriott Courtyard  
2210 Bams Court  
423.499.4400

Travelodge  
2361 Shallowford Village Dr.  
423.855.2090

\*Wingate by Wyndham  
7312 Shallowford Rd.  
423.893.7400

\*The university has arrangements with these hotels for special discount rates if you tell them you are in town visiting Southern Adventist University.