

# SENIOR PASSPORT

2016-2017



SOUTHERN  
ADVENTIST UNIVERSITY

**Records and Advisement**

## Table of Contents

Calendar of Events.....	2
Associate Degree Nursing Students.....	5
Caps, Gowns and Announcements.....	5
Classes at Other Colleges.....	5
Exit Interviews.....	6
Graduation Contract.....	6
Incompletes/Correspondence Courses.....	6
Major Field Achievement Test.....	6
ETS Proficiency Profile.....	7
National Tests.....	7
Professional School Applications.....	7
Résumé Assistance.....	7
Senior Class Organization.....	7
Senior Portraits.....	8
Student Teaching.....	8
Teacher Certification.....	8
Incoming Transcripts.....	8
Outgoing Transcripts.....	8
National Test Dates and Deadlines.....	9
Accommodations for Guests.....	11

## Calendar of Events 2016-2017

### September

- 1 December seniors—First day to order graduation announcements/regalia online, [www.cbgrad.com](http://www.cbgrad.com)
- 26 LSAT Exams, Lynn Wood Hall

### October

- 10 Senior portraits, 12-7 p.m.
- 11 Senior Class Organization, 11:00 a.m., Presidential Banquet Room
- 17-21/23 Senior Exit Exam for Baccalaureate Seniors
- 20 Senior portraits, 12-7 p.m.
- 21 December and May Senior Graduation Contracts Due
- 24 GRE Subject Exam, Lynn Wood Hall
- 26 Senior portraits, 12-7 p.m.

### November

- 7 Multistate Professional Responsibility Exam (MPRE)
- 1-11 Online Registration for Winter 2017
- 14 December Seniors—Deadline to finish home study, incompletes, etc.
- 25 Last day to order December regalia online, [www.cbgrad.com](http://www.cbgrad.com)

### December

- 1 Research Day
- 5 LSAT Exams, Lynn Wood Hall
- 14 Nursing Dedication, 7:00 p.m., Collegedale Church
- 15 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 2016-2017

(continued)

### January

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

### February

- 6 LSAT Exams, Lynn Wood Hall

### March

- 27-31 Senior Exit Exam for Baccalaureate Seniors

### April

- 2 Senior Exit Exam (cont.)
- 2 Senior Recognition Banquet
- 3 May Seniors—Deadline to finish home study courses, incompletes, etc.
- 10 GRE Subject Exam, Lynn Wood Hall
- 17 Last day to order May regalia online at [www.cbgrad.com](http://www.cbgrad.com)

### May

- 5 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
- Rho Iota Induction, 6:30 p.m.,  
Lynn Wood Hall Auditorium

## Calendar of Events 2016-2017

(continued)

### May

- 5 Senior Consecration, 8:00 p.m.,  
Collegedale Church  
Sabbath School, 10:00 a.m.,  
Chattanooga Convention Center
- 6 Baccalaureate, 11:00 a.m.,  
Chattanooga Convention Center  
Education/Psychology Dedication Service, 4:00 p.m.,  
Collegedale Community Church  
Nursing Dedication Service, 7:00 p.m.,  
Chattanooga Convention Center
- 7 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 and application forms.

## ASSOCIATE DEGREE NURSING STUDENTS

During the last semester of the Associate Degree Program, senior nursing students must apply to write state board examinations. If students plan to write boards in states other than Tennessee, they are responsible for contacting the state board and requesting applications. The School of Nursing will have Tennessee State Board applications available.

A completed transcript is required by the Board following graduation. In order for a transcript to be released, the student's account must be clear. Therefore, the student should begin working with the Enrollment Services Office to make sure that all loans, grants, etc., have been applied to the account.

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

Any incompletes or home study courses should be completed before entering the last semester of nursing 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 to order 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 1, 2016, and for May graduation January 13, 2017.

## 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 14, 2016 for Dec. graduates, and April 3, 2017, 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 COURSES

December seniors need to make up all incompletes by November 14, 2016. May seniors need to make up all incompletes and finish correspondence courses by April 3, 2017. 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 11, 2016, in the Presidential Banquet Room at 11 a.m. Convocation credit will be given.

## SENIOR PORTRAITS

Senior portraits will be taken Oct. 10, 20, and 26, 12-7 p.m., 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 2016-2017 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](http://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 and Deadlines

### Dental Admission Test (DAT)

Given only by computer at Sylvan Learning Center  
Call 423.894.6249

### Graduate Management Admission Test (GMAT)

Given only by computer at Sylvan Learning Center  
Call 423.894.6249

### ETS Proficiency Profile (senior exit exam)

#### Dates

October 17-21, 23, 2016

March 27-31, April 2, 2017

(check website for times at [www.southern.edu/counseling](http://www.southern.edu/counseling))

### 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 Sylvan Learning Center  
Call 423.894.6249

### Multistate Professional Responsibility Exam (MPRE)

#### Date

November 7, 2016

#### Time

TBA

## National Test Dates and Deadlines

(continued)

TEST DATE	APPLICATION DEADLINE
<b>Graduate Record Exam (GRE) (Subject Only)</b>	
October 24, 2016	TBA
April 10, 2017	TBA
<b>Law School Admission Test (LSAT)</b>	
September 26, 2016	TBA
December 5, 2016	
February 6, 2017	TBA

## Accommodations for Guests

<b>Ooltewah—Exit 11</b>	Hilton Garden Inn
*Hampton Inn	2343 Shallowford Village Dr.
6145 Weir Way	423.308.4400
423.305.6800	
	Holiday Inn
*Holiday Inn Express & Suites	2232 Center St.
6274 Artesian Circle	423.485.1185
423.591.8500	
	Homewood Suites
Super 8	2250 Center St.
8934 Lee Hwy	423.510.8020
423.238.5951	
	MainStay Suites
<b>Shallowford Rd.—Exit 5</b>	7030 Amin Dr.
Clarion Inn & Suites	423.485.9424
2345 Shallowford Village	
423.855.2898	Marriott Courtyard
	2210 Bams Court
Country Inn & Suites	423.499.4400
7051 McCutcheon Rd.	
423.899.2300	Quality Suites
	7324 Shallowford Road
*Embassy Suites	423.892.1500
2321 Lifestyle Way	
423.602.5100	Travelodge
	2361 Shallowford Village Dr.
*Fairfield Inn by Marriott	423.855.2090
2350 Shallowford Village	
423.499.3800	*Wingate by Wyndham
	7312 Shallowford Rd.
*Hampton Inn	423.893.7400
7013 Shallowford Road	
423.855.0095	*The university has arrangements with these hotels for special discount rates if you tell them you are in town visiting Southern Adventist University.