

# SENIOR PASSPORT

2014-2015



SOUTHERN  
ADVENTIST UNIVERSITY

Power for Mind & Soul

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## CALENDAR OF EVENTS 2014-2015

### September

- 4 December seniors—First day to order graduation announcements/regalia online, [www.cbgrad.com](http://www.cbgrad.com)
- 29 LSAT Exams

### October

- 14 Senior Class Organization, 11:00 a.m., LWH Chapel
- 24 December and May Senior Graduation Contracts Due
- 27 GRE Subject Exam
- Senior portraits, Noon-7 p.m., Sherri Norton Room
- 30 Senior portraits, Noon-7 p.m., Sherri Norton Room
- 31 Senior portraits, Noon-5 p.m., Sherri Norton Room

### November

- ETS Proficiency Profile (*p. 9 for test locations and times*)
- 4 Senior portraits, Noon-7 p.m., Sherri Norton Room
- 3 Multistate Professional Responsibility Exam (MPRE)
- 4-14 Online Registration for Winter 2014
- 17 December Seniors—Deadline to finish home study, incompletes, etc.

### December

- 3 Last day to order December regalia online, [cbgrad.com](http://cbgrad.com)
- 8 LSAT Exams
- 17 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 2014-2015

(continued)

### January

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

### February

- 9 LSAT Exams

### March

ETS Proficiency Profile required of all Baccalaureate Seniors  
(*see page 9 for testing locations and times*)

### April

- 5 Senior Recognition Banquet, 5:30 p.m., Dining Hall
- 6 May Seniors—Deadline to finish home study courses, incompletes, etc.
- 14 Last day to order May regalia online at [www.cbgrad.com](http://www.cbgrad.com)
- 20 GRE Subject Exam

### May

- 8 Senior Breakfast, 8:00 a.m.,  
Collegedale Church
- 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.,  
Florida Hospital Hall 1210

## CALENDAR OF EVENTS 2014-2015

(continued)

### May

- 8 Senior Consecration, 8:00 p.m.,  
Collegedale Church
- 9 Baccalaureate, 11:30 a.m.,  
Chattanooga Convention Center  
Education/Psychology Dedication Service, 4:00 p.m.,  
Collegedale Church  
Nursing Dedication Service, 7:00 p.m.,  
Collegedale Church
- 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 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 Tenn. 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 [www.southern.edu/records](http://www.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 4, 2014, and for May graduation January 16, 2015.

## 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 17, 2014, for Dec. graduates, and April 6, 2015, 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 17, 2014. May seniors need to make up all incompletes and finish correspondence courses by April 6, 2015. 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 14, 2014, in Lynn Wood Hall Chapel at 11 a.m. Convocation credit will be given.

## SENIOR PORTRAITS

Senior portraits will be taken Oct. 27, 30, 31, and Nov. 4 at the Sherrie Norton room in the Student Center (see p. 2 for times). 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 2014-2015 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 [www.southern.edu/records/transcripts](http://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 [mwanson@southern.edu](mailto:mwanson@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)

<u>Dates</u>	<u>Times</u>
November 10	8 a.m., 10 a.m., 1 p.m., 3 p.m. ( <i>Counseling &amp; Testing</i> )
November 11	8 a.m., 10 a.m., 1 p.m., 3 p.m. ( <i>Counseling &amp; Testing</i> )
November 12	9 a.m., 11 a.m., 2 p.m., 4 p.m. ( <i>Counseling &amp; Testing</i> )
November 13	8 a.m., 10 a.m., 2 p.m., 4 p.m. ( <i>Counseling &amp; Testing</i> )
November 14	9 a.m., 11 a.m. ( <i>Counseling &amp; Testing</i> )
November 16	9:30 a.m. ( <i>Counseling &amp; Testing</i> )
March 23-29, 2015	TBA

### 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)

<u>Date</u>	<u>Time</u>
November 3, 2014	TBA, ( <i>Counseling &amp; Testing</i> )

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## NATIONAL TEST DATES AND DEADLINES

(continued)

TEST DATE	APPLICATION DEADLINE
<b>Graduate Record Exam (GRE)(Subject Only)</b>	
September 29, 2014	TBA
October 27, 2014	TBA
April 20, 2015	TBA
<b>Law School Admission Test (LSAT)</b>	
September 29, 2014	TBA
December 8, 2014	TBA
February 9, 2015	TBA
<b>Multistate Professional Responsibility Exam (MPRE)</b>	
November 3, 2014	TBA

## ACCOMODATIONS FOR GUESTS

<b>Ooltewah—Exit 11</b>	<b>Shallowford Rd.—Exit 5</b>
Hampton Inn	Clarion Inn & Suites
6145 Weir Way	2345 Shallowford Village
423.305.6800	423.855.2898
Holiday Inn Express & Suites	Country Inn & Suites
6274 Artesian Circle	7051 McCutcheon Rd.
423.591.8500	423.899.2300
<b>Bonny Oaks—Exit 7</b>	Fairfield Inn by Marriott
Comfort Inn	2350 Shallowford Village
7620 Hamilton Park Drive	423.499.3800
423.499.1993	
Americas Best Value Inn	Hampton Inn
7638 Lee Highway	7013 Shallowford Road
423.510.0088	423.855.0095
Best Western Heritage Inn	Marriott Courtyard
7641 Lee Highway	2210 Bams Court
423.899.3311	423.499.4400
	Quality Suites
	7324 Shallowford Road
	423.892.1500
	Super 8
	7024 McCutcheon Road
	423.490.8560