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Calendar of Events 2019-2020

September
5 December seniors—Begin to order graduation announcements/regalia online, 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

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

January

February
10 May seniors—First day to order graduation announcements/regalia online, 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
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

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.
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 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. A minimum of three weeks should be allowed for delivery.

Graduation announcements may also be ordered at 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.

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 advisor. 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. 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. Transcripts are released for those students whose accounts are current or paid in full and who are current in repayment 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. 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
**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**

<table>
<thead>
<tr>
<th>Ooltewah—Exit 11</th>
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</thead>
<tbody>
<tr>
<td>*Hampton Inn</td>
</tr>
<tr>
<td>6145 Weir Way</td>
</tr>
<tr>
<td>423.305.6800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shallowford Rd.—Exit 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarion Inn &amp; Suites</td>
</tr>
<tr>
<td>2345 Shallowford Village</td>
</tr>
<tr>
<td>423.855.2898</td>
</tr>
</tbody>
</table>

| 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           |

| 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.*