

# SENIOR PASSPORT

2023-2024



SOUTHERN  
ADVENTIST UNIVERSITY

**Records and Advisement**

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## Calendar of Events 2023-2024

### September

- 1 December seniors—Begin to order graduation announcements/regalia online, [www.orderhj.com/Southern](http://www.orderhj.com/Southern)
- 5,13-14 Senior portraits, Ulmer Center Room 4136 noon-5 p.m.
- 29 December and May senior graduation contracts due

### October

- 11 Senior portraits, Ulmer Center Room 4136 noon-5 p.m.
- 17 Senior class organization, 11 a.m. Presidential Banquet Rm
- 22-27 Senior ETS Exit Exam for Baccalaureate Seniors, Bietz Center  
Call 423-236-2782
- 31 Online Registration for Winter 2024 begins

### November

- 1-10 Online Registration for Winter 2024
- 13 December Seniors-Deadline to finish correspondence, Christian Service, incompletes, etc
- 14 Last day to order December regalia online, [www.orderhj.com/Southern](http://www.orderhj.com/Southern)

### December

- 13 Education/Psychology Dedication, 5 p.m. Church
- 13 Nursing Dedication, 7:00 p.m., Iles P.E Center
- 14 **Commencement 7 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 2023-2024

(continued)

### January

### February

- 5 May seniors—First day to order graduation announcements/regalia online, see [www.orderhj.com/Southern](http://www.orderhj.com/Southern)

### March

- 24-29 Senior ETS Exit Exam for Baccalaureate Seniors, Bietz Center  
Call 423-236-2782
- 26 May Seniors—Deadline to finish correspondence, Incompletes, Christian Service, etc.

### April

- 4 Last day to order May regalia online [www.orderhj.com/Southern](http://www.orderhj.com/Southern)
- 18 Campus Research Day

### May

- 3 Senior Dedication Service, 8 p.m. Church
- 4 Education/Psychology Dedication, 4 p.m. Church
- 4 Nursing Dedication, 7 p.m. Iles P.E. Center
- 5 **Commencement, 9 a.m. & 1 p.m., Iles P.E. Center**

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

## ASSOCIATE & B.S.N. DEGREE NURSING STUDENTS

During the last semester of the nursing program, students will be given information on the steps for applying for their NCLEX-RN exam and nursing license. The School of Nursing will facilitate this process. .

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 off-campus courses should be completed by the date specified in the calendar, to avoid any delay in the graduation date and release of the transcripts.

Students planning to pursue B.S.N. degrees must add the B.S.N. 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 for ordering their own graduation regalia (cap, gown, tassel and hood) if they plan to march. Instructions for ordering may be found at [www.orderhj.com/Southern](http://www.orderhj.com/Southern). A minimum of three weeks should be allowed for delivery.

Graduation announcements may also be ordered at [www.orderhj.com](http://www.orderhj.com)? Southern for December graduation regalia and announcements beginning August 15 and for May graduation beginning February 5.

## 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 13, 2023** for December graduates, and **March 26, 2024**, for May graduates.

## EXIT COUNSELING

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.studentaid.gov/](http://www.studentaid.gov/).

## 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. If the Records and Advisement does not receive a contract you will not be included on the commencement program.

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 13, 2023**. May seniors need to make up all incompletes, finish correspondence courses, and Christian service by **March 26, 2024**. 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, business, computing, English, history, mathematics, music, or psychology must take the MFAT. The dates will be announced later. Questions about this test may be directed to the chair or dean of each of the departments or schools.

## ETS PROFICIENCY PROFILE

As a requirement of graduation, all baccalaureate (4 year) 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

Test dates are listed on pages 8 of this brochure. Questions may be directed to Counseling & Testing Services at 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 Life Calling & Career Services Office web page at [www.southern.edu/careers](http://www.southern.edu/careers). Personal assistance is also available in the Life Calling & Career Services Office located at the Bietz Center.

## SENIOR CLASS ORGANIZATION

The senior class will elect its officers and sponsors on October 17, 2023 at 11:00 a.m. Presidential Banquet Room.

## SENIOR PORTRAITS

Senior portraits will be taken September 5,13,14 and October 11 at Ulmer Center Room 4136. 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 2023-2024 school year must apply if they have not already done so. For questions, please contact Katie McGrath 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 Katie McGrath 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. December senior deadline is November 13, 2023 and May senior deadline is March 26, 2024.

## 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 [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)

**Bietz Center. Call 423-236-2782**

#### Dates

October 22-27, 2023

March 24-29, 2024

*(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. **Contact department or school of your major for information.**

### 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)

## 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

### Shallowford Rd.—Exit 5

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

Hilton Garden Inn  
2343 Shallowford Village Dr.  
423.308.4400

### Shallowford Rd.—Exit 5 (continued)

Holiday Inn  
2232 Center St.  
423.485.1185

Homewood Suites  
2250 Center St.  
423.510.8020

Residence Inn  
2340 Center St.  
423.468.7700

Towne Place Suites  
7010 McCutcheon Rd.  
423.834.9444

\*The university has arrangements with these hotels for special discount rates . To receive the discount you must book by phone at the local numbers listed and ask for the Southern Adventist University rate.