

SENIOR PASSPORT

2024-2025



SOUTHERN
ADVENTIST UNIVERSITY

Records and Advisement

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Calendar of Events 2024-2025

September

- 1 December seniors—Begin to order graduation announcements/regalia online, www.orderhj.com/Southern
- 12 Senior portraits, Bietz Center, 3rd floor L. Testing Rm 8-5 pm
- 27 December and May senior graduation contracts due

October

- 7 Senior portraits, Bietz Center, 3rd floor L. Testing Rm 8-5 pm
- 28-31 Senior ETS Exit Exam for Baccalaureate Seniors, Bietz Center
Call 423-236-2782

November

- 1 Senior ETS Exit Exam for Baccalaureate Seniors; Bietz Center
Call 423-236-2782
- 4 Online Registration for Winter 2025 begins
- 4 December Seniors-Deadline to finish correspondence, Christian Service, incompletes, etc
- 18 Last day to order December regalia online, www.orderhj.com/Southern

December

- 18 Education/Psychology Dedication, 5 p.m. Church
- 18 Nursing Dedication, 7:00 p.m., Iles P.E. Center
- 19 **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.

Calendar of Events 2024-2025

(continued)

January

February

- TBA May seniors—First day to order graduation announcements/regalia online, see www.orderhj.com/Southern

March

- 24-28 Senior ETS Exit Exam for Baccalaureate Seniors, Bietz Center
Call 423-236-2782

April

- 3 May Seniors—Deadline to finish correspondence, Incompletes, Christian Service, etc.
- 14 Last day to order May regalia online www.orderhj.com/Southern
- 24 Campus Research Day

May

- 9 Senior Dedication Service, 8 p.m. Church
- 10 Education/Psychology Dedication, 4 p.m. Church
- 10 Nursing Dedication, 7 p.m. Iles P.E. Center
- 11 **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 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.. A minimum of three weeks should be allowed for delivery.

Graduation announcements may also be ordered at www.orderhj.com? Southern for December graduation regalia and announcements beginning September 1 and for May graduation TBA.

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 4, 2024** for December graduates, and **April 3, 2025**, 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/.

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 seniors need to make up all incompletes, finish correspondence courses, and Christian service by **November 4, 2024**. and May seniors by **April 3, 2025**. 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. Personal assistance is also available in the Life Calling & Career Services Office located at the Bietz Center.

SENIOR PORTRAITS

Senior portraits will be taken September 12 and October 7 at Bietz Center 3rd floor, Large Testing Room. 8-5 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 2024-2025 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 4, 2024 and May senior deadline is April 3, 2025.

OUTGOING TRANSCRIPTS

Official transcripts from Southern may be requested through the National Student Clearinghouse at www.southern.edu/records/transcripts. There may be a slight delay while your request is reviewed.

Graduate transcripts, once requested, are generally mailed two to three weeks after graduation for every student who has finished their program requirements.. **Requests that are unable to be fulfilled within 90 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)

Bietz Center. Call 423-236-2782

Dates

October 28-31 & November 1, 2024

March 24-28, 2025

(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

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.