

CRISWELL COLLEGE GRADUATION INFORMATION

Graduation Application

Graduation for the 2015-2016 Academic Year will occur on May 14, 2016. **Students desiring to graduate in May 2016 must submit a Graduation Application and Fee (\$95 for Undergraduate Programs; \$125 for Graduate Programs) by December 11, 2015, to the Business Office.** The Business Office will forward the form to the Registrar after processing the payment. Graduation Applications submitted after the due date will be assessed an \$85 Late Fee. No Graduation Applications will be accepted after February 1, 2016.

Graduation applications are available at the Registrar's Office or can be downloaded [here](#). If you need assistance measuring your hat size, please stop by the Registrar's Office.

Federal Student Loans Exit Counseling

If you received a federal student loan, please complete [Exit Counseling on the NSLDS website](#) and then schedule an appointment with the [Director of Financial Aid](#).

Final Grades

Professors are required to submit final grades for graduating students by April 29. Please touch base with your professors at the beginning of the semester concerning due dates of your coursework.

Graduate Survey

Each candidate for graduation will receive an email during the Spring semester concerning the Graduate Survey. Please take the time to complete the survey by April 29.

Graduation Fair

A Graduation Fair will be held in March (we will post the date on this webpage when it is scheduled). You will have an opportunity to order announcements, custom diploma frames, and class rings.

Important Due Dates during Spring Semester

ITEMS TO COMPLETE	DUE DATE	CONTACT
Gown Measurements	March 19	Registrar's Office
Mission Practicum Account Paid in Full	April 29	Martha Batts
Complete B.A. Assessment Exams (Blackboard)	April 29	Winston Hottman
Complete Graduate Survey	April 29	Winston Hottman
Federal Student Loans Exit Counseling	April 29	TaLisa Pollard
Housing Account Paid in Full	April 29	Bethany Anderson
Library Account Paid in Full	April 29	Valeri Knighten
Return Criswell & TexShare Library Books	April 29	Valeri Knighten
Student Account Paid in Full	April 29	Donna Ward

Graduation FAQ

When will the ceremony be held?

Saturday, May 14, 2016

Where is the ceremony held?

The ceremony will take place in Ruth Chapel.

What time do graduates need to be at the college?

Arrive no later than 1:00 p.m.

Where do graduates need to go?

Go to Horner Hall.

What time does graduation begin?

The ceremony will begin at 2:00 p.m.

How long is the ceremony?

Each commencement varies, but you should plan for an hour and a half ceremony.

Where do we park?

Parking is available in the College parking lot on Bird Street and the parking lot of 4005 Gaston Avenue, which is across the street from the College. Please do not park in the Bank of America parking lot; cars will be towed.

What are the seating arrangements?

Auditorium seating is available on a first-come, first-served basis. Auditorium seating begins at 1:00. Graduates are not limited in the number of guests they can invite.

Is handicapped seating available?

Yes. Ushers will be able to guide guests to those seats.

Are there any dress requirements?

Yes. White shirt, tie, black/navy slacks, and dark dress shoes for guys. Black/navy dress or a blouse with black/navy slacks/skirt, and dark dress shoes for gals. No flip-flops or tennis shoes.

Will there be a photographer to take pictures?

Yes. A photographer from Heirloom Portraits will be at rehearsal to take the class photo and individual photos. He will also be at commencement to take photos, including one of you receiving your diploma from the President.

How do I order pictures?

Approximately one week after commencement, the Registrar will send a link to the photographer's website when the photos are ready to be viewed and ordered.

When is dress rehearsal?

Friday, May 13, 2015

What time is rehearsal?

Graduates need to be in Horner Hall at 9:45 for check in. Rehearsal will be from 10:00 to 11:30.

Do I have to attend rehearsal?

All graduates participating in commencement must be at rehearsal.

What happens at rehearsal?

You will receive information about the ceremony and walk through the program. You will receive your regalia and transcripts. The class photo will be taken. You will have the opportunity to have individual photos taken.

Where can I pick up my regalia?

You will receive your regalia at rehearsal.

Do I need to bring anything to rehearsal?

No.



Graduation Application

453.04

Instructions: This form is to be used by undergraduate or graduate students who wish to apply for graduation. The Registrar's Office will conduct a degree audit to evaluate the student's status. Please print and return completed form with payment to the Business Office. The Business Office will forward the form to the Registrar after processing the payment.

Fee: \$95.00 for Undergraduate Programs / \$125.00 for Graduate Programs
Application & Fee Due Date: December 11, 2015 (Late Fee Applied after Due Date: \$85.00)
Applications will not be accepted after February 1, 2016.

Personal Information

Name: _____ Student ID Number (last 5 digits): _____
Degree: _____ Are you a US Military Veteran (circle one): Yes No
Criswell Email: _____ Current Address: _____
Cell Phone #: _____ City, State, Zip Code: _____

Commencement Information

Term and year you plan to complete your degree: Fall _____ Winter _____ Spring _____ Summer _____
Year Year Year Year

Gown measurements (If you need assistance determining your measurements, please contact the Registrar's Office):

Height: _____ ft. _____ in. Men: _____ (Dress coat size) Women: _____ (Blouse/jacket size)

Student's Home Town (for printing in commencement program): _____
City State

Your first, middle, and last names will appear on your diploma just as they do in CAMS Student Portal. Please notify the Registrar immediately if there is a discrepancy.

Suspension of Directory Information Opt-Out

Important: If you have Full Confidentiality or a Degrees and Dates Earned hold on your record, your name will not appear in the commencement program, degrees conferred book, or in public newspapers. If you wish to suspend your confidentiality hold(s) to allow your name to appear in the commencement program, degrees conferred book, and public newspapers, please indicate by initialing below.

_____ Yes, I wish to suspend my confidentiality hold(s) to allow my name to appear in the commencement program, degrees conferred book, and public newspapers.

Student Signature: _____ **Date:** _____

FORM CONTINUED ON BACK PAGE

OFFICE USE ONLY

Business Office: Received: _____ Application Fee(s): _____ Date Paid: _____

Registrar's Office: Entered in Graduation Spreadsheet: _____ Date: _____



Instructions: This form is to be used by undergraduate or graduate students applying for graduation. Please submit the completed form with your Graduation Application and Fee to the Business Office.

Personal Information

First, Middle, & Last Name: _____

Preferred Name: _____

Date of Birth: _____

Church Membership (Name and Location):

Name of Spouse: _____

Permanent Address: _____

City, State, Zip Code: _____

Current Church Ministry Position (if applicable)

Permanent Email: _____

Cell Phone #: _____

Hometown: _____

Post-Graduation Information

Do you plan to continue your education? Yes No Undecided

Name of Institution(s) Being Considered:

Degree: BA MA MDiv PhD DMin _____

Other

Field of Study: _____

In which of the following professions to you plan to serve after graduation?

Local Church Ministry Missions Counseling Education Business Politics Other _____