

LUTHER RICE SEMINARY & UNIVERSITY

2010 GRADUATION APPLICATION PACKET

PLEASE READ ALL INFORMATION THOROUGHLY

Please complete and return the application for graduation only if you have completed all required coursework for your degree program or if you will complete all requirements during the 2010 spring semester.

A copy of your completed **status sheet** MUST accompany the application for graduation. The application is considered incomplete without the Academic Status Sheet. Every student receives an Academic Status Sheet when accepted into an LRSU degree program. If you started a degree program after October 2008 your status sheet is available online and can be printed from the website.

We have developed a function on the website that will allow you to electronically track your graduation application process. Go to www.LRU.edu and log in at Student Login. Click on the *Graduation Status* link. On this page you can see what steps in the application process have been completed. You may email us at Registrar@LRU.edu or call and ask to speak with the Registrar's Office. Email is the preferred method of contact. Please check your *Graduation Status* on the website before contacting the Registrar's Office.

After you have carefully read all of the instructions on the following pages and completed the graduation application, **mail completed pages four and five to LRSU** and keep pages one, two, and three for your records.

As per LRSU policy, attendance at commencement is mandatory for every student residing in Georgia. Students in all other states are strongly encouraged to attend. Students that are not attending the commencement ceremony are still required to pay the graduation fee. For students not attending the ceremonies, diplomas and cap and gowns will be mailed after commencement.

GRADUATION APPLICATION DEADLINE	FEBRUARY 5, 2010 at 4:00 PM
LATE GRADUATION APPLICATION DEADLINE	FEBRUARY 19, 2010 at 4:00 PM

No applications can be accepted after February 19, 2010 at 4:00 PM

Disclaimer: All fees for graduation are non-refundable.

The information contained on pages 4 and 5 of this packet must be completed and **mailed** to:

**Registrar's Office
Luther Rice Seminary & University
3038 Evans Mill Road
Lithonia, GA 30038**

More information on specific times and locations for all events is forthcoming.

2010 GRADUATION INFORMATION

You are responsible for the information in this packet so please read all pages carefully.

Date	Description	Time
Friday, February 5, 2010	Graduation Application Deadline	4:00 PM
Friday, February 19, 2010	*Late Graduation Application Deadline	4:00 PM
Monday, April 5, 2010	Independent Study Coursework Due	5:00 PM
Friday, April 16, 2010	**Last date Independent Study Coursework Accepted	4:00 PM
Friday, April 16, 2010	Deadline for ordering Banquet Tickets	4:00 PM
Thursday, May 13, 2010	Graduation Banquet	7:00 PM (Doors open at 6:15pm)
Friday, May 14, 2010	Graduation Photographs	12:00 PM
Friday, May 14, 2010	Graduation Rehearsal	2:30 PM
Friday, May 14, 2010	Graduation Ceremony	5:00 PM

***\$100.00 Late fee *must* be included**

****\$50.00 Late fee *must* be included**

Graduation Application Fee: This is the amount of money charged by LRSU to satisfy obligations incurred to conduct graduation. Deadlines will be strictly enforced and late fees will apply without exceptions. **Applications will not be accepted without the appropriate fee** (see page 3 for a list of fees).

Application Deadline: February 5, 2010 A \$100 late fee will be charged for all applications received after this date through February 19, 2010. After February 19, 2010 no applications will be accepted. Applications received after February 19th will be considered next year.

Independent Study Coursework: All coursework must be received by April 5, 2010. Courses received after April 5th will be charged a \$50.00 late fee. No coursework can be accepted after April 16th.

Status Sheet: Every student receives a status sheet upon acceptance to LRSU. The student is responsible for updating and maintaining his/her status sheet through the program. **A copy of your status sheet must be returned with pages 4 & 5 of this graduation packet. There is a \$50 replacement fee if no status sheet is included with this application.**

2010 FINANCIAL INFORMATION

Graduation fees must be submitted with the application no later than February 5, 2010. A late fee will apply to all applications received February 5 – February 19, 2010. **No applications can be accepted after February 19, 2010.**

You may pay by cash, check, money order, or credit/debit card (Visa, MasterCard, American Express, or Discover). The fees are non-refundable if for some reason you are unable to graduate.

Your student account must be paid in full before you will be permitted to graduate. Go to the website and log in to check your balance and make payments to your student account. *Payments made immediately prior to graduation must be cash or credit card only.*

Graduation Fees:

Degree	Fee
Bachelor	\$200.00
Masters	\$240.00
Doctoral	\$275.00

GRADUATION BANQUET

The graduate's banquet ticket is complimentary. Tickets for friends and family of the graduate are \$25.00 each (including children).

THERE CAN BE NO CHANGES IN YOUR BANQUET TICKETS AFTER THE DEADLINE. THE CATERER MUST HAVE A FINAL COUNT BY THIS DATE. UNUSED TICKETS CAN NOT BE REFUNDED.

THE DEADLINE FOR ORDERING BANQUET TICKETS IS FRIDAY, APRIL 16, 2010 AT 4:00 PM.

BANQUET TICKETS SHOULD BE PICKED UP WITH YOUR REGALIA THE WEEK OF GRADUATION.

2010 GRADUATION APPLICATION

PRINT LEGIBLY OR TYPE YOUR NAME EXACTLY AS YOU WOULD LIKE IT TO APPEAR ON YOUR DIPLOMA. (Titles can not be printed on diplomas, e.g. Rev., Elder, Dr., etc.)

Name _____

Student ID# _____

Mailing Address* _____

Phone: Day _____ Evening _____ Cell _____

E-mail Address _____

***All correspondence, including the mailing of diplomas and cap and gowns, will be mailed to the address above.**

I have special needs for the graduation ceremony. (i.e. wheelchair, sign language interpreter, etc.)
Specify: _____

I will be attending the graduation commencement ceremony
(As per institutional policy, attendance at commencement is mandatory for every student residing in Georgia. Students in all other states are strongly encouraged to attend. Students that are not attending the commencement ceremony are still required to pay the graduation fee.)
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PLEASE CHECK THE DEGREE YOU WILL BE RECEIVING AT GRADUATION

- _____ Bachelor of Arts in Religion-(please check concentration if applicable)
 - _____ Biblical Counseling
 - _____ Christian Worldview (Apologetics)
 - _____ Ministry
- _____ Master of Arts in Biblical Counseling
- _____ Master of Arts in Christian Studies
- _____ Master of Arts in Leadership
- _____ Master of Arts in Apologetics
- _____ Master of Divinity-(please check concentration if applicable)
 - _____ Ministry
 - _____ Apologetics
- _____ Doctor of Ministry

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The following information is required to insure your gown fits properly. All students, including those not attending, will receive cap and gown. Please fill in ALL of the information **accurately**.

(Height) _____ ft _____ in (Weight) _____ lbs

2010 GRADUATION PAYMENT INFORMATION

Name _____

Student ID# _____

Did you receive a student loan(s) at any time during your studies at LRSU?

Yes ___ No ___

Will you be using your 1 complimentary banquet ticket that will be given to graduates? Yes ___ No ___

_____ Total number of tickets you are purchasing in addition to your complimentary ticket. **Tickets are \$25.00 each.** At this time, there is a limit of 10 tickets. If you need more tickets, please contact Evan Posey after April 6, 2010, to inquire if more tickets are available (eposey@LRU.edu).
(Ticket payment must accompany this form.)

_____ Please check here if you are **not** coming to the banquet. (There is no refund for a complimentary ticket.)

\$_____ Total Amount due for banquet tickets

+

\$_____ Graduation Fee

=

\$ _____ **TOTAL AMOUNT ENCLOSED**
(graduation fee plus banquet tickets)

Credit Card # _____ Expiration Date _____ *CVV # _____

Signature _____ Date _____

* The CVV number is the 3 digit number at the end of the account numbers on the back of your credit card.

Check Cash

Financial Aid will cover graduation fees only.