



# DBU

DALLAS BAPTIST UNIVERSITY

Dear Graduating Senior,

Congratulations on your upcoming graduation from Dallas Baptist University!

Enclosed you will find information concerning graduation and forms which need to be completed, signed, and returned to the Registrar's Office **prior to the appropriate deadline**. A Graduation Fee will be added to your student account. **Please refer to the application deadlines listed in the current class schedule or as listed below:**

**MAY 2017 and AUGUST 2017:**

**\$25.00 EARLY** – by the Early Application Deadline below

**\$75.00 REGULAR** – after the Early deadline but 4 weeks prior to graduation

**\$150.00 LATE** – 4 weeks or less from the graduation date

Beginning with December 2017 Commencement, due to the administrative and planning difficulties created by extremely late applications to graduate, additional fees will apply for students applying to graduate 5 days before commencement or later. **Please note the increase in fees beginning with the December 2017 application deadlines.**

**DECEMBER 2017:**

**\$25.00 EARLY** – by the Early Application Deadline below

**\$100.00 REGULAR** – after the Early deadline but 4 weeks prior to graduation

**\$200.00 LATE** – 4 weeks or less from the graduation date

**\$300.00** – 1-5 Business Days before Graduation (12/7/17 – 12/13/17)

**\$500.00** – Day of Graduation and After (12/14/17 and after)

<u>Graduation Date</u>	<u>Early Ends</u>	<u>Regular Ends</u>	<u>Late Begins</u>
May 11-12, 2017	11/7/16	4/16/17	4/17/17 on & after
Aug. 4, 2017	4/5/17	7/9/17	7/10/17 on & after
Dec. 14-15, 2017	6/5/17	11/16/17	11/17/17

If your plans for graduation change after you have submitted this application, please contact me as soon as possible. You may need to re-apply if you change your graduation date from a previous application.

Questions concerning chapel requirements for graduation should be directed to Spiritual Life (214) 333-6858 or [Chapel@DBU.edu](mailto:Chapel@DBU.edu).

For assistance regarding your graduation application, please contact the Registrar's Office at (214) 333-5141 or [SueB@DBU.edu](mailto:SueB@DBU.edu).

Sincerely,

*Sue Burns*

Sue Burns

Graduation Officer

Registrar Office



Dear DBU Patriot,

As a graduating student, I wanted to remind you of the following policies:

All students, including those who are reimbursed by their employer, must pay the previous and present account balances in full by April 1 for Spring Graduation, July 1 for Summer Graduation, or November 1 for Fall Graduation or the student will be denied the privilege of participation in commencement exercises and access to a diploma. The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.

If you have not paid your balance in full, please log into WebAdvisor and select "My Student Account Center" to make an online payment with a credit card, debit card, or electronic check.

Should you fail to take care of your existing balance, you will be denied access to final exams, final semester grades, transcripts, commencement exercises, and your diploma.

Should you have any questions, please feel free to contact me at (214) 333-5336.

If you have paid your balance in full, thank you for doing so, and please disregard this notice.

Sincerely,

A handwritten signature in black ink that reads "Maxwell Busse".

Maxwell Busse  
Director of Student Account Services  
Cashier's Office

# Financial Information

All qualified students must contact the Cashier's Office following their registration to make payment arrangements. Students who have not paid in full at the time of registration will automatically be placed on the Deferred Payment Plan.

## Deferred Payment Plan

There are three types of plans that will be used for Fall Registration.

The first type of plan requires a 1/6 down payment at the time of registration. This plan will be used from June 6 to July 24, 2016, and requires six payment dates: 1/6 at the time of the registration; August 1, 2016; September 1, 2016; October 1, 2016; November 1, 2016; and December 1, 2016.

The second type of plan requires a 1/4 down payment at the time of registration. This plan will be used from June 6 to August 21, 2016, and requires four payment dates: 1/4 at the time of registration; September 1, 2016; October 1, 2016; and November 1, 2016.

The third type of plan requires a 1/3 down payment at the time of registration. This plan will be used from August 22, 2016, to the last day of the add/drop period and requires three payment dates: 1/3 at the time of registration; 1/3 on October 1, 2016; and 1/3 on November 1, 2016.

Students registering after the add/drop dates for the Fall 2016 semester will not be eligible for these plans.

## Payment Policies

**A Payment Plan Student** is a student who has a balance after registration for courses, has all financial aid applied and tuition reimbursement obtained, and is eligible for the Payment Plan option for the remaining balance. This time-payment plan requires either a 1/6, 1/4 or 1/3 down payment at the time of registration inclusive of all tuition, fees, room and board, followed by payment of the remaining balance in equal payments as detailed in the student's promissory note. In the event of a prepayment or overpayment of a scheduled installment note, the excess amount will be applied to the next scheduled payment. In addition, a \$100.00 Payment Plan fee will be assessed to the student's account when utilizing the installment note. A fee of \$50.00 will be assessed for each instance a payment is not received at the time of registration, is received late, is insufficient, and/or is not received at all. All balances must be paid as agreed or the actions noted on this page may result.

**NOTE:** *Mini-terms are not eligible for installment payments unless they are taken with a long semester class.*

**A Financial Aid Student** whose guaranteed financial aid covers 100% of the student's balance is not required to provide payment at the time of registration. A financial aid student whose guaranteed financial aid covers less than 100% of the student's balance is required to pay in full the student's account balance that is not covered by financial aid at the time of registration or will automatically be placed on an installment note for the balance that is not covered by financial aid. If the student chooses to complete the Payment Plan, the student must pay the down payment at the time of registration. The balance remaining, after the down payment, is to be paid in equal monthly payments as required in the Payment Plan. A "less than 100%" financial aid student may not use confirmed financial aid in lieu of the down payment. All balances must be paid as agreed or the actions noted on this page may result.

If the student's aid is not guaranteed at the time of registration, the student must pay for the class in full or be placed on a Payment Plan.

**A Personal Pay Student** is a student who pays his or her balance in full at the time of registration using personal resources. For balances not paid at the time of registration, the actions noted on this page may result.

**A Direct Bill Student** is a student whose employer reimburses DBU directly for all or part of a student's charges for the student's education. All direct bill students whose employer pays DBU directly must provide vouchers for the present registration term within one week from the date of registration for that term. Any student whose employer reimburses less than 100% of student's charges must either immediately pay the remaining

non-reimbursed portion of the student's charges or complete a Payment Plan for the remaining non-reimbursed portion of the student's charges. A "less than 100%" direct bill student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 45 days from the date of the last class meeting. All balances must be paid as agreed or the actions noted on this page may result.

**Direct Bill/Employer Reimbursed Students must pay all Summer 2016 balances by October 1, 2016, and pay all Fall 2016 balances by February 1, 2017.**

**An Employer Reimbursed Student** is a student whose employer reimburses the student directly or indirectly for all or part of a student's charges for the student's education. Any student whose employer reimburses less than 100% of the student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete a Payment Plan for the remaining non-reimbursed portion of the student's charges. A "less than 100%" employer reimbursed student may not use the employer reimbursement in lieu of the down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 45 days from the date of the last class meeting. This can be paid in full or paid through the Payment Plan. All balances must be paid as agreed or the actions noted on this page may result.

**A Veteran Student** is a student who receives tuition assistance for all or part of their student charges paid directly from the Department of Veteran Affairs. Any Veteran student who receives less than a 100% benefit from the VA must either immediately pay the remaining portion of the student's charges or complete a Payment Plan for their remaining non-tuition assistance portion of the student's charges. All balances must be paid as agreed or the actions on this page may result.

**All Graduating Students** must pay the previous and the present account balances in full by the time designated in the graduation application materials provided by the Registrar's Office, or the student will be denied the privilege of participation in commencement exercises and access to his or her diploma and transcript upon graduation. **The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.**

## Actions for Unpaid Accounts

The following actions may result for any student who has not paid his or her account balance as due or has not made financial arrangements with the Financial Aid Office and/or the Cashier's Office:

1. Not being allowed to use the Payment Plan in subsequent semesters,
2. Immediate withdrawal from enrolled courses,
3. Removal from current dormitory residence,
4. Denial of dining hall privileges,
5. Denial of access to final exams, resulting in an Incomplete or Failure,
6. Denial of access to final semester grades,
7. Denial of access to transcripts,
8. Denial of ability to be advised for or register for any additional courses,
9. Inability to graduate,
10. Degree will not be conferred/posted on the student's transcript,
11. Denial of participation in commencement exercises,
12. Denial of access to student's diploma upon graduation,
13. Denial of access to student services, and/or
14. Reporting to collection agency and consumer reporting agency.

In the event that an account has not been paid in full by the end of the semester, DBU submits the accounts to a collection agency for collection. DBU will add a collection agency fee, which will be between one-third and one-half of the remaining balance, which is a reasonable fee for collection agency service regardless of the dollar amount owed. This balance will also be reported to a credit reporting agency and could affect your credit rating.

**If you have any questions regarding your account, please call the Cashier's Office at 214.333.5336.**  
**If you have questions regarding your financial aid, please call the Financial Aid Office at 214.333.5363.**

## **IMPORTANT INFORMATION REGARDING THE DBU COMMENCEMENT REHEARSAL AND SERVICES**

### **COMMENCEMENT REHEARSAL**

Rehearsal is required for all students planning to participate in Commencement. Graduates must be on time for rehearsal. Rehearsal is in the Pilgrim Chapel Sanctuary and begins one hour and forty-five minutes prior to each commencement. Students who do not attend rehearsal will not be allowed to walk in the Commencement Service. Attendance at rehearsal will be checked.

LADIES, for security reasons, leave purses and other valuables locked in a vehicle when coming to rehearsal. We are not able to secure them during the ceremony. Undergraduate students graduating with honors will receive medals during rehearsal.

### **REGALIA AND CLOTHING REQUIREMENTS**

Graduates may purchase regalia at Grad Finale. Graduates who are unable to attend Grad Finale, are required to purchase regalia through **The Patriot Store** at least two weeks prior to commencement day. Gowns look best when they have been on a hanger for several days before wearing-carefully touching up with an iron is also helpful.

### **CLOTHING REQUIREMENTS:**

**Men:** wear a white or light-colored shirt with a tie under the robe, long dark trousers, and dark shoes and socks. No sandals, flip flops, or athletic shoes.

**Women:** wear slacks, a dress or skirt. If the garment is visible below hem of gown, a dark color must be worn. Dark colored shoes including open toe dress sandals are acceptable. No shoes of bright colors, no casual sandals, flip flops, western boots, or athletic shoes.

The mortarboard (cap) should rest flat on top of the head with the point well down on the forehead (not on the back of the head or tilted to either side). No signs, symbols, or other decorations are to be placed on your mortarboard.

No stoles, clerical, or society insignia may be worn on the robe or around your neck. Only DBU honor medals (summa cum laude, magna cum laude, cum laude, and university honors scholar) may be worn.

### **ROBING AND PROCESSIONAL**

Immediately following rehearsal, graduates will follow the assigned faculty marshal to a designated room for line up. The faculty marshal will assist in lining up alphabetically. At the appropriate time, the processional will proceed to the Pilgrim Chapel Sanctuary. Upon arrival at the designated seat, please remain standing until told to be seated. Men remove their caps for prayer.

### **RECEIVING DIPLOMAS**

At the time of conferring degrees, graduates will be asked to stand. The person calling the names will make an introductory statement. Following that statement, the first row of candidates will move into the assigned position. Other rows remain seated until it is their turn. Faculty marshals will direct graduates when it is time to stand and move into position. Graduates will first form a line for photos, and then move to a designated stopping point. As names are called, the representative from the Registrar's Office will indicate when graduates are to walk toward the president to receive their diploma. Graduates should wait until their name is called before proceeding across the stage. After receiving diploma, graduates return to assigned seats.

### **CEREMONY GENERAL CONDUCT**

Some colleges and universities have both a baccalaureate religious service and a commencement ceremony for graduating students. At Dallas Baptist University, both programs are merged together into one event. DBU considers the graduation ceremony to be a worship experience, as well as an opportunity to recognize our graduates for their achievements.

The commencement service at DBU is designed to be a **spiritual and reverent ceremony**. Cheering and yelling during the reading of the graduates' names are not permitted. Thus, the University requests that the audience hold all applause until the end of the service after all the graduates in each degree area have been presented their diplomas. Please be sure to share this information with family and friends so that they are not embarrassed during the ceremony.

To ensure a respectful and non-disruptive environment for the graduates and their guests, DBU prohibits noisemakers of any kind. The University asks all guests to refrain from cheering, yelling, or creating loud outbursts during the degree presentations. Balloons, posters/signs, horns, whistles and other noise devices are not permitted in the sanctuary.

Commencement services typically run between 90 and 120 minutes in length. Small children are rarely able to remain quiet for this extended period, and very often are uncomfortable trying to do so. **Children under the age of five may not attend commencement services.** While children do not intend to be disruptive, talking, crying, and similar behaviors are not uncommon for children of this age. Should children be brought to the service and become disruptive, parents may be asked to take the child outside of the sanctuary.

Accommodations for children and their parents are available in the lower level of the Pilgrim Chapel, Room LL05, where remote broadcast of the service may be viewed.

#### **COMMENCEMENT GUEST SEATING**

The Pilgrim Chapel Sanctuary will open for guests approximately 45 minutes prior to the beginning of the commencement service. Please communicate this information to those invited to attend the service. Remember that graduates are asked to limit invited guests to no more than eight.

Seating is on a first-come/first-served basis. **Guests may reserve seats for others not yet present only until 10 minutes prior to the beginning of the commencement service.**

To ensure safety for all in attendance, guests are not permitted to stand in the aisles, entrances, exits, and passageways of the Pilgrim Chapel Sanctuary

#### **HANDICAP SEATING**

Handicap seating is available in the Pilgrim Chapel Sanctuary. Handicapped guests can be driven to the front of Pilgrim Chapel for access to the sanctuary. DBU security officers will be stationed throughout the campus grounds on the day of Commencement. Upon campus arrival, guests should notify a DBU security officer that they need to proceed to the handicap entrance. If you have any questions regarding handicap seating, please call 214-333-6823.

#### **RECESSIONAL**

Following the closing prayer, the platform party will exit the Pilgrim Chapel Sanctuary first, followed by the faculty and then the graduates. Faculty marshals will direct the recessional out of the Pilgrim Chapel Sanctuary and to the reception. Guests will be asked to remain in their seats until all graduates have exited the building. Graduates will have the opportunity to greet family and friends following commencement services.

#### **RECEPTION HONORING GRADUATES**

Graduates will exit the Pilgrim Chapel Sanctuary at the conclusion of the service and make their way to the commencement reception. As the graduates exit, guests are asked to remain seated, and not fill the aisles. Guests are invited to join their graduates at the reception. Graduates will not return to the Pilgrim Chapel Sanctuary after exiting.

Receptions for Thursday commencements are held in Sadler Hall on the lower level of Pilgrim Chapel. Receptions for Friday commencement services are held in the Hillcrest Great Hall in the John G. Mahler Student Center.



# DBU

DALLAS BAPTIST UNIVERSITY

## Alumni Information

Legal name to be used in the alumni database

Clearly print your name exactly as you want it to appear in the database:

First	Middle	Last	Preferred Name
<b>Personal Information</b> _____			

- |  |  |
|--|--|
| <p>1. Date of Birth: _____</p> <p>2. Spouse's Name: _____</p> <p>3. Children's Names: _____<br/>         _____<br/>         _____</p> <p>4. Permanent Phone #: _____</p> <p>5. Which of the following best represents your post grad plans?<br/> <input type="checkbox"/> A career in:<br/>             <input type="checkbox"/> Business      <input type="checkbox"/> Ministry<br/>             <input type="checkbox"/> Education      <input type="checkbox"/> Other: _____<br/>             <input type="checkbox"/> Healthcare</p> | <p>6. Church Membership (Name and Location): _____</p> <p>7. Hometown: _____</p> <p>8. Name of Parent(s)/Hometown Address: _____<br/>         _____<br/>         _____</p> <p>9. Permanent E-Mail: _____</p> <p><input type="checkbox"/> Grad School at: _____<br/>         _____<br/>         _____</p> |
|--|--|

### Employer Information \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_

### Extracurricular Information \_\_\_\_\_

List any DBU clubs, society memberships, religious organizations, sports, and elective or appointive positions (*include honors or awards received*) which you were a part of while at DBU:

\_\_\_\_\_

\_\_\_\_\_

### News Release Information \_\_\_\_\_

What hometown/current newspaper should receive a news release about your graduation?  
*(The Dallas Morning News and Fort Worth Star-Telegram do not run individual graduation stories.)*  
 Include the mailing address of any newspapers outside the DFW area. You may include a photo that does not have to be returned.

Newspaper Name: _____	Relation to Newspaper (Hometown, Current Location): _____
Street Address: _____	_____
City, State, and Zip: _____	Phone #, if possible: _____

## Student Assessment of Academic Advising

Graduation Date: \_\_\_\_\_ Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Please respond to the following questions about your academic advisor.

Advisor's Name: \_\_\_\_\_

My Advisor . . .	Strongly Agree (5)	Agree (4)	Neutral (3)	Disagree (2)	Strongly Disagree (1)
1. Knows my name.					
2. Is a good listener.					
3. Expresses interest in me as a person.					
4. Respects my feelings and opinions.					
5. Is usually available when I need assistance.					
6. Provides a caring, confidential atmosphere.					
7. Provides accurate information concerning academic policies, degree requirements, etc.					
8. Is on time for appointments.					
9. Allows enough time to discuss issues and/or problems.					
10. Refers me to additional campus resources as needed.					
11. Helps me clarify my needs, interests, and educational goals.					
12. Is knowledgeable about courses outside my major area of study.					
13. Is knowledgeable concerning careers in my field of study.					
14. Encourages me to achieve my educational goals.					
15. Shows concern for my personal growth and development.					
16. Encourages me to identify any obstacles I need to overcome to reach my academic goals.					
17. Allows me to talk about myself and my personal experiences.					
18. Is approachable and easy to talk to.					
19. Seems to enjoy serving as my academic advisor.					
20. Is a kind, effective, helpful advisor whom I would highly recommend to other students.					
<b>Totals:</b>					

Additional Comments:

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## GRADUATION CHECKLIST

The *Graduation Packet* must include all completed documents and signatures, as listed below, PRIOR to being turned in at the Registrar's Office.

1. \_\_\_ A completed and signed **Graduation Checklist, Application to Graduate, and Alumni Information Sheet** are included.
2. \_\_\_ A copy of the **Official Degree Plan** from my advisor is included.
3. \_\_\_ A complete **Student Assessment of Academic Advising** form (to be completed after seeing your advisor to sign this Checklist).

4. \_\_\_ I have (a) transcript(s) outstanding for course(s) taken at another institution. I understand that I **CANNOT transfer credits taken during my final DBU semester.**

Course(s) taken: \_\_\_\_\_

Semester taken: \_\_\_\_\_

5. \_\_\_ I will take/have taken a CLEP test(s) **BEFORE** my last DBU semester. I have read the CLEP information included in this packet and understand that I **CANNOT take a CLEP test during my final DBU semester.**

Course(s) taken: \_\_\_\_\_

Date course(s) taken: \_\_\_\_\_

6. \_\_\_ I have read and agree to the payment policy as required for graduation.

7. \_\_\_\_\_  

STUDENT'S Signature & Date	Student ID#	Graduation Date
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**8. TO BE COMPLETED BY ADVISOR:**

Total # hours currently on transcript (not including current term): \_\_\_\_\_

Hours remaining to complete degree (including current term): \_\_\_\_\_

Any substitutions/waivers/exceptions have been submitted to Registrar \_\_\_\_\_

\_\_\_\_\_  

UG ADVISOR'S Signature & Date	DEAN'S Signature (if needed) & Date
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\_\_\_\_\_  

GR ADVISOR'S Signature & Date	DEAN'S Signature (if needed) & Date
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\_\_\_\_\_  

DR ADVISOR'S Signature & Date	DEAN'S Signature (if needed) & Date
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9. CASHIER: \_\_\_\_\_ Date: \_\_\_\_\_ CLEAR / NOT CLEAR

10. Turn in **COMPLETED** packet to Registrar's Office. Your Degree Plan and Transcript will be audited for completion. A copy of the audit will be sent to you.



