

March 7, 2019



Dear Potential Graduate:

Congratulations on your upcoming graduation!

Attached you will find important information regarding graduation. Please keep this packet until after graduation.

- The ***Graduation Guide*** packet describes everything you need to do prior to graduation and the events that are scheduled for that special day.
- Inside the packet are reservation forms (bookmarked) that need to be completed and returned to the appropriate offices by certain dates. **It is very important to meet the indicated deadlines.**

PLEASE NOTE: The deadline to order robes and hoods is March 8. If you need to order a robe, please contact Jean Newman, jnewman@lpts.edu.

- The enclosed clearance form does not pertain to Doctor of Ministry students.
- If you have any questions concerning the service, luncheon, or ceremony, or if you are requesting reasonable accommodations for a disability, please contact Jean Newman, jnewman@lpts.edu or at (502) 895-3411, ext. 368, by **April 22**. The office may be unable to accommodate requests received after this date.

If you have any questions, please feel free to call me, email me, or stop by the President's Office. The employees of Louisville Presbyterian Theological Seminary look forward to making this a wonderful event for you and your family and friends.

Sincerely,

Susan

Susan DiLuca
Executive Administrative Coordinator to the President
502-992-9385
sdiluca@lpts.edu



GRADUATION GUIDE

Louisville Presbyterian Theological Seminary

Welcome to Graduation at Louisville Presbyterian Theological Seminary

Baccalaureate and Commencement services are scheduled for **Sunday, May 19, 2019**. To facilitate your preparations and assure smoothly running ceremonies, we wish to share our planned schedule and other information that may assist you in making this a wonderful event for all of us.

Please keep this booklet, and remember that it is important to meet all deadlines noted throughout this guide. Please be on time for events, especially lining up for Baccalaureate and Commencement.

ANNOUNCEMENTS

If you would like to receive graduation announcements, **please complete the enclosed order form and return to Jean Newman by April 1**. Ten announcements are provided at no charge to each graduate, including enclosure cards to personalize the announcements (you will still need to order these free announcements). The card will have your name printed on it, as it will appear on your diploma. Additional announcements may be purchased for .50¢ each. Please contact Jean Newman if you have any questions. The announcements are received in mid-April and Jean will contact students when they are ready.

ATTENDANCE (MASTER'S-LEVEL STUDENTS ONLY)

If you plan to graduate in absentia, you must submit your written request to Acting Dean Steve Cook. The deadline to request to graduate in absentia is **April 22**.

CLEARANCE FORMS (MASTER'S-LEVEL STUDENTS ONLY)

Deadline: May 17

Graduating MDiv, MAR, and MAMFT students are required to complete the clearance form.

Please obtain the required signature from each department. The Business Office (Angela Harrison) and the Acting Dean (Steve Cook) should be the last signatures obtained on the form.

Please return the completed form to Jean Newman in the Dean's Office no later than 5:00 p.m. on Friday, May 17.

EXIT INTERVIEWS (MASTER'S-LEVEL STUDENTS ONLY)

Students who have a Gerhardt or Perkins loan will receive a letter to make an appointment with Angela Traylor, Controller in the Business Office, for an exit interview. Students who have Stafford loans must schedule an appointment for an exit interview with the Financial Aid Coordinator.

LAWS LODGE ACCOMMODATIONS

Need overnight accommodations for family and friends? Please contact the Laws Lodge directly at 502.992.0220. The Seminary rate is \$64.00 per night.

OFFERING

During the Baccalaureate service, an offering will be taken. The master's-level senior class will vote on how this money is to be distributed.

PRESS RELEASES

Press releases may be sent to your hometown newspaper, your home church, presbytery, and alma mater by filling out the enclosed form. Please complete all information, including addresses and any award information to be included in your announcement. Please return the completed form to Chris Wooton, Nelson Hall room 117 AFTER Commencement and BEFORE June 1. Announcements will be sent by the end of June.

ROBE AND HOOD INFORMATION

Order deadline: March 8

Robes and hoods appropriate for ministry are the attire for graduates for Baccalaureate and Commencement services. Caps are not worn.

If you have your own robe, you may wear it. **Robes worn at Commencement should be black in color, and hoods will be provided by the Seminary.** Should you wish to wear a family hood, you may do so. It will be your responsibility at all times.

If you would like to rent a robe, please notify Jean Newman and she will provide a sizing form for you to complete. A rental fee is due at the time of your order. The cost is \$19.75 for master's-level robes and \$21.55 for doctoral robes. Please respond to Jean Newman about your robe order, with payment, by **Friday, March 8.**

You can pick up your robe in the Dean's office Thursday, May 16, and Friday, May 17, from 8:30 a.m. - 4:30 p.m. Since the robes arrive folded, we recommend that you hang, and possibly steam, your robe prior to Sunday.

Hoods will be provided at Commencement. We ask that you return your robe and/or hood during the reception immediately following Commencement, which will be held in the Great Hall at Second Presbyterian Church. You will receive your diploma at that time.

Please note: Stoles may be worn for the class picture and Baccalaureate, but not for Commencement. White stoles are encouraged, though other colors may be worn. Provision of stoles is the responsibility of the student.

DVD

To receive a copy of the unedited, archival-quality DVD of Commencement, send a letter to: **Louisville Seminary, 1044 Alta Vista Road, Louisville, KY 40205, to the attention of "Audiovisual."** Enclose a check for \$12.95 made payable to Louisville Seminary and clearly print the address to which you want the DVD sent. Allow 6-8 weeks after the event for delivery.

SCHEDULE OF EVENTS

CLASS PHOTOGRAPH

Sunday, May 19, at 8:45 a.m.
Gardencourt

All graduates are to be robed and meet on the steps of Gardencourt **promptly at 8:45 a.m.** for the class photograph. If you are late, we cannot guarantee you will be included in the photograph. If you are not able to attend the class photo, please contact Chris Wooton at 502-992-9358.

If it should rain, the rain site will be in the Frank H. and Fannie W. Caldwell Chapel.

The Seminary will give you a 5x7 photograph of the class picture at the reception immediately following Commencement.

You will receive a website link for a location to order additional prints.

CHILDCARE FOR BACCALAUREATE

Student Lounge of Schlegel Hall (Lower Level)
Sunday, May 19, opens at 9:45 a.m.
Deadline to register: May 1

Childcare is provided during the Baccalaureate service. Please note the following information regarding childcare:

- ❖ Childcare is provided for infants through five years old. This service is free to Seminary students and their guests, and will be located in Schlegel Hall.
- ❖ In order to provide an adequate number of caregivers, please complete and return the enclosed registration form to Jean Newman by **May 1**. Please register for you and your guests.
- ❖ There are no food services provided at this time, so any formula for infants or snacks for older children should be provided by the parents.
- ❖ You must provide your own diapers and wipes.
- ❖ Caregivers will be at the facility to meet your children at 9:45 a.m., and children need to be picked-up within 15 minutes after worship.

If you have any questions or if you need directions, please contact Jean Newman.

LINE-UP FOR BACCALAUREATE

Sunday, May 19, at 10:00 a.m.
Room 119, Nelson Hall

The line-up will begin at 10:00 a.m. in Room 119 of Nelson Hall. Please be on time! At that time, the prelude will begin in Caldwell Chapel. The actual processional begins at 10:30 a.m. If it should rain, the processional will begin from Fellowship Hall.

BACCALAUREATE SERVICE

Sunday, May 19, at 10:30 a.m.

Caldwell Chapel

The Baccalaureate service is the worship service associated with graduation. It is the time when graduates, families, friends, and members of the Seminary community gather to praise and thank God for what God has done.

Doors to Caldwell Chapel open at 9:30 a.m. to begin seating family and friends. You do not need a ticket. The approximate length of the service is 1 ½ hours.

LUNCHEON

Sunday, May 19, at 12:15 p.m.

Winn Center

Deadline to make reservations: April 22

The Winn Center café will be the location for the luncheon, which will begin at 12:15 p.m., shortly after the conclusion of the Baccalaureate service. All graduates and their guests are invited. To enable those attending to be comfortably seated, all reservations must be made by **April 22**. We have 150 seats for sale on a first-come, first-served basis. No seats will be available at the door and must be purchased in advance. There will be assigned seating.

An exact price has yet to be determined, but expect adults to be in the \$10.00-\$12.00 range, \$5.00 for children ages 5-12. Children under five may eat free, but must have a reservation. Graduates do not eat free at this event. Reservations are to be made with Jean Newman by sending a check made payable to Louisville Seminary, designating the number of adults and ages of any children (including those who are under age five). Please complete the enclosed form and return it with your payment.

CHILDCARE FOR COMMENCEMENT

Sunday, May 19, at 3:00 p.m.

Second Presbyterian Church Nursery

Deadline to register: May 1

Childcare is provided during the Commencement service. Please note the following information regarding childcare:

- ❖ Childcare provided for infants through five years old. This service is free to Seminary students and their guests, and will be located in the nursery at Second Presbyterian Church.
- ❖ In order to provide an adequate number of caregivers, please complete and return the enclosed registration form to Susan DiLuca by **May 1**. Please register for you and your guests.
- ❖ There are no food services provided during this time, so any formula for infants or snacks for older children should be provided by the parents.
- ❖ You must provide your own diapers and wipes.
- ❖ Caregivers will be at the facility to meet your children at 3:00 p.m., and children need to be picked-up within 15 minutes after the service.

If you have any questions or if you need directions, please contact Susan DiLuca.

LINE-UP FOR COMMENCEMENT

Sunday, May 19, at 3:00 p.m.

Fellowship Hall at Second Presbyterian Church

The line-up for commencement will begin at 3:00 p.m. in Fellowship Hall at Second Presbyterian Church. You will receive hoods at this time. Please be on time! The processional begins at 3:30 p.m.

COMMENCEMENT

Sunday, May 19, at 3:30 p.m.

Second Presbyterian Church

3701 Old Brownsboro Road (502-895-3483)

The Commencement service is the ceremony of conferring degrees. Dr. Iva E. Carruthers will deliver the Commencement Address.

Second Presbyterian Church, 3701 Old Brownsboro Road, is the site for the 3:30 p.m. service. Tickets are not required. The sanctuary will open at 3:00 p.m. and has ample seating. The approximate length of the service is two hours. A reception will follow in the Great Hall (Gym). A map with directions to the church is enclosed.

RECEPTION

Sunday, May 19, immediately following

Commencement Service

Great Hall (gym), Second Presbyterian Church

All graduates and their guests are invited to a reception immediately following the commencement service. Graduates will receive their diplomas at this time upon returning robes and hoods at a designated location in the Great Hall.

BRIEF SCHEDULE AND CHECKLIST

March 8

- ❖ Deadline for robe orders (Jean Newman)

April 1

- ❖ Last day to order announcements (Jean Newman)

April 22

- ❖ Last day to submit request to graduate in absentia (Steve Cook)
- ❖ Deadline to purchase luncheon reservation. Reservations sold on a first-come, first-served basis. (Jean Newman)

May 1

- ❖ Deadline to reserve childcare for Baccalaureate (Jean Newman)
- ❖ Deadline to reserve childcare for Commencement (Susan DiLuca)

May 17

- ❖ Deadline for clearance forms (return to Steve Cook in the Dean's Office)

May 16-17

- ❖ Pick up robes rented in the Dean's office (8:30 a.m. - 4:30 p.m.)

Sunday, May 19

- ❖ 8:45 a.m. Class Photograph at Gardencourt (Chris Wooton)
- ❖ 10:00 a.m. Line-up for procession in Nelson Hall, Room 119
- ❖ 10:10 a.m. Faculty/Staff Group Photo, Nelson Hall Lobby
- ❖ 10:30 a.m. Baccalaureate Service in Caldwell Chapel, Louisville Seminary
- ❖ 12:15 p.m. Luncheon at Winn Center café
- ❖ 3:00 p.m. Line-up for procession in the Great Hall, Second Presbyterian Church
- ❖ 3:30 p.m. Commencement Service at Second Presbyterian Church; reception immediately following. *(You will receive your diploma when you return your robe and/or hood to Steve Cook at the reception.)*

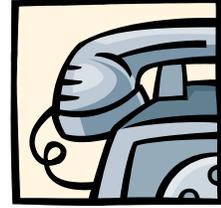
June 1

- ❖ Last day to submit press release information to Office of Communications (Chris Wooton)

June 30

- ❖ Press releases featuring graduation and awards will be emailed the end of June

LOUISVILLE SEMINARY CONTACT LIST



The Seminary's regular business hours are Monday-Friday, 8:30 a.m.-5:00 p.m.

Toll-free800.264.1839
Main number502.895.3411
Fax number.....502.895.1096

❖ **List of graduates, diplomas, and robes:**

Steve Cook502.992.5429scook@lpts.edu
Jean Newman502.992.9368jnewman@lpts.edu

❖ **Programs, press releases, and photographs:**

Chris Wooton502.992.9358cwooton@lpts.edu
Jean Newman502.992.9368jnewman@lpts.edu

❖ **Information regarding the Alum Association and the Commencement reception:**

Institutional Advancement offices.....502.992.9353.....bhenley@lpts.edu

General and specific information regarding Baccalaureate, childcare during Baccalaureate, luncheon, announcements, and line-up at Baccalaureate and Commencement:

Jean Newman502.992.9368jnewman@lpts.edu

❖ **General information, specific information regarding Commencement, childcare for Commencement, and information regarding special guests:**

Susan DiLuca.....502.992.9385sdiluca@lpts.edu

❖ **Videotaping:**

Norm Hollabaugh502.894.2290nhollabaugh@lpts.edu

MAP AND DRIVING DIRECTIONS

TO SECOND PRESBYTERIAN CHURCH

3701 BROWNSBORO ROAD • LOUISVILLE, KY 40207 • 502.895.3483



From Louisville Presbyterian Theological Seminary:

Start out going northwest on Alta Vista Road (toward Lexington Road). At the traffic light, turn right onto Lexington Road. At the next light, turn left onto Stilz Avenue. Proceed to the end of Stilz and turn right onto Frankfort Avenue. Take an immediate left and cross the railroad tracks onto Hillcrest Avenue. At the traffic light, turn right onto Brownsboro Road/US 42 and proceed approximately 1 mile to Pennington Lane (behind National City Bank and Rite Aid). Turn left onto Pennington Lane, and right onto Old Brownsboro Road. (Total estimated distance: 3.2 miles)

From I-264 East:

Take the Brownsboro Road exit 22. At the exit ramp, turn left. Follow US 42 West (Brownsboro Road) for 2 miles through four traffic lights. At the fifth traffic light, turn right onto Chenoweth Lane. There is a Rite Aid drugstore on the corner. Go to the stop sign, turn left, and then almost immediately right (by the mailboxes) into the church parking lot. You will be at the back of the church. The sanctuary will be to your immediate left. The Chapel and entrance into Fellowship Hall are straight ahead and then to the left.

From I-71 South:

Take I-71 South to I-264 East; follow the directions above turning right (instead of left) at the exit ramp.

From I-71 North:

Take the Zorn Avenue exit, turn right. Travel approximately 1 mile to the second traffic light. Turn left onto US 42 East (Brownsboro Road). Stay in the left lane and travel approximately 1 ¼ miles (past the golf course). After the traffic light turn left at the first street on the left (Pennington Lane). The church is immediately on the right.

BACCALAUREATE/COMMENCEMENT ANNOUNCEMENT ORDER FORM

Name

(name as it should it appear on the enclosure cards for your invitation)

Address

City, State, Zip

Phone number

Ten announcements are free to each graduate. Additional announcements are 50¢ each.

To assist in printing costs, please fill out the form below and return with payment to Jean Newman **by April 1**, if you would like announcements.

Jean must receive your order form for you to receive any announcements.

I would like _____ announcements.

Any amounts over 10 are 50¢ each.

**Return this form to Jean Newman
in the Dean's Office by April 1.**

LUNCHEON RESERVATION FORM

**Sunday, May 19, 2019
12:15 pm
Winn Center café**

Name _____
Address _____
City, State, Zip _____
Phone number _____

I would like to purchase lunch reservations for:

_____ Adults (\$10.00-12.00 each)
_____ Children (\$5.00 for ages 5-12)
_____ Children (free under the age of 5, **but must have a reservation**)

Enclosed please find a check in the amount of \$_____

Reservations sold on a first-come, first-serve basis.

NOTE: Payment must be included.

Food Restrictions

- Yes**, I/we have the following food restrictions: _____
 No, I/we have **NO** food restrictions

**Send this form with a check to
Jean Newman in the Dean's Office by April 22.**

CHILDCARE FOR BACCALAUREATE RESERVATION FORM

Name _____

Address _____

City, State, Zip _____

Phone number _____

Names and ages of children needing childcare for Baccalaureate (this service offered for infants through second grade):

Name	Age
------	-----

_____	_____
_____	_____
_____	_____
_____	_____

Any special needs or concerns to be aware of:

**Return this form to Jean Newman
in the Dean's Office by May 1.**

CHILDCARE FOR COMMENCEMENT RESERVATION FORM

Name _____

Address _____

City, State, Zip _____

Phone number _____

Names and ages of children needing childcare for Commencement (this service offered for infants through five years old):

Name	Age
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_____	_____
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_____	_____
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_____	_____
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_____	_____
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Any special needs or concerns to be aware of:

**Return this form to Susan DiLuca
in the President's Office by May 1.**



CLEARANCE FORM

All persons needing clearance for graduation, internship, leave of absence, or withdrawal must have this form signed by authorized personnel and submit to the Registrar.

STUDENT NAME:	First Name	Middle Initial	Last Name
Check (✓) the appropriate box below and fill in the date(s).			
<input type="checkbox"/> Graduation	I plan to graduate in _____ month-year.		
<input type="checkbox"/> Leave of Absence	I am requesting a leave of absence from LPTS effective _____, and plan to return _____. (Requests for leaves of absence must be submitted, in writing, to the Associate Academic Dean.)		
<input type="checkbox"/> Withdrawal	I am withdrawing from LPTS effective _____.		
<input type="checkbox"/> Internship	My internship is effective _____. I plan to return to LPTS on _____. This internship <input type="checkbox"/> has <input type="checkbox"/> has not been approved by the Director of Field Education.		
Student's forwarding address:	Effective date		
	Address		
	City	State	Zip code
E-mail address:			
Phone number:			
Student's signature:			Date:
Authorized seminary personnel should sign the corresponding space below to certify that the above-listed student has no outstanding paperwork, accounts, fees, fines, books, or keys in the respective offices.			
Dean of Students:			Date:
Financial Aid Office:			Date:
Library:			Date:
Institutional Advancement <i>(Fall 2016 cohort and later only)</i>			Date:
Mailroom (in Facilities):			Date:
Field Ed Office <i>(MDIV students):</i>			Date:
MFT Office <i>(MFT students):</i>			Date:
Business Office:			Date:
Dean of the Seminary <i>(graduation only; obtain last):</i>			Date:

Louisville Seminary

Press Release Information Request Form

Office of Communications

Please return completed form **AFTER** commencement and before **June 1** so that we may include any relevant awards and information in our correspondence with your hometown newspapers.

Name: _____ Phone: __ (____) _____

Home Address: _____

_____ Zip _____

Presbytery _____ Synod _____

Other Ecclesiastic Body or Conference _____

Churches (Please include addresses and name of contact or Pastor you wish to be notified)

Church _____ Church _____

Mailing address _____ Mailing address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Newspapers (Please include city, state, and complete address if possible)

Newspaper _____ Newspaper _____

Address _____ Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Alma Maters (please provide degrees received, year and address of institution)

Institution _____ Institution _____

School/campus _____ School/campus _____

Degree _____ Degree _____

Address _____ Address _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

The following information is optional but can be included in order for your local newspaper to make the story more appealing and relevant in your community.

Full names of relatives in community, high school attended, community groups where you have participated:

Name _____ Name _____ Name _____

City _____ City _____ City _____

State _____ State _____ State _____

Graduation Awards and Honors you received at Louisville Seminary Commencement:

Please return to: The Office of Communications, Louisville Seminary, 1044 Alta Vista Road, Louisville, Kentucky 40205-1798.
Any questions may be directed to 502.992.9358 or toll-free 1.800.264.1839, ext. 358.