

2018 GRADUATION INFORMATION

Duke Divinity School

Graduation Check (Office of Academic Programs)

CONTACT –Christine Pesetski christine.pesetski@duke.edu and Ashley Lunn ashley.lunn@duke.edu

- All graduates should have completed a graduation check by December 1, 2017.
- Make sure you have registered to graduate on DukeHub.
- Complete your Senior Portfolio by April 1.
- Make sure all your Field Education evaluations have been turned in to the Field Education office.
- If you are doing a certificate program (Anglican Studies, Prison Ministry, etc.), make sure your tracking sheet has been completed and turned in.

Bursar's Account

CONTACT – University Bursar's Office, 919-684-3531 or bursar@duke.edu

- If you have any unpaid balance on your bursar's account (outstanding bills, library fines, parking tickets, flex charges, etc.), you will not receive your diploma.
- Please be sure all fees are paid and your account cleared by May 9.
- If you have an outstanding balance after May 9, your diploma will be held at the University Registrar's office until your bill is cleared.
- You will not be able to obtain a copy of your transcript while you have an outstanding balance.

Financial Aid Exit Interview (Office of Financial Aid)

CONTACT – Cassandra Pettigrew cassandra.pettigrew@duke.edu and Lenore Budget lbudget@div.duke.edu

- All students who receive student loans while enrolled at Duke Divinity School must complete a Student Loan Exit Counseling Session prior to graduation.
- Someone from the University Personal Finance Office was at the Divinity School on Feb 8 to conduct interviews. If you were unable to see them while they were here, you should you may set an appointment with the [Duke University Student Loan and Personal Finance Office](#) to complete your Exit Student Loan Counseling.

Class of 2018 Gift (Office of External Relations)

CONTACT – McKennon Shea mshea@div.duke.edu

- Money received for the Class of 2018 Gift will be go to the Annual Fund which funds Divinity student scholarships.
- You may make a donation in honor or memory of someone. All gifts made by April 9 will be printed in the bulletin for the Divinity Baccalaureate service.
- Checks should be made payable to "Duke Divinity School" with "Class of 2018 Gift" in the memo line.

Class of 2018 Banquet – Wednesday, May 9 at 6:30 pm at the Rickhouse in Durham

CONTACT – McKennon Shea, Office of External Relations

- This event is for graduates and one guest. An electronic invitation will go out by March 15.
- \$5/student and \$10 for Guest
- Please RSVP by Monday, May 1.

Graduate Cross Service – Wednesday, April 18 at 11:25 am in Goodson Chapel (Chaplain's Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu,

- No special attire is worn to this service and graduates do not process.
- Graduates will receive a glass prayer cross during the service. The color of the crosses this year is clear with small bubbles.
- The preacher for this service is nominated by the graduating class, and Meghan Benson will make the final decision about the preacher.
- Graduates who are unable to attend the service may stop by the Chaplain's Office (101 Westbrook) to pick up a cross. Crosses will not be available for pick-up until after the service.

Graduating Class Photo – Wednesday, April 18 after Divinity worship (Office of Student Life)

CONTACT – Cathy Watson cwatson@div.duke.edu

- The class photo will be taken on the steps in front of Duke Chapel after the Graduate Cross Service and before the mandatory Baccalaureate rehearsal.
- Photos will be available for sale. Cathy Watson will send an email with information on how to purchase photos once they are available.

Baccalaureate Rehearsal – Wednesday, April 18 at 12:30 pm in Duke Chapel (Chaplain's Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

- A mandatory rehearsal for the Divinity baccalaureate will be held immediately following the Graduate Cross Service.
- At this rehearsal, you will be instructed in the details of the hooding ceremony and other important information about the Divinity baccalaureate service which is on Saturday, May 12 at 6:30 pm in Duke Chapel.

Closing Convocation – Thursday, April 20 at 11:25 am in Duke Chapel (Chaplain's Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

Attire: Regular attire. Caps and gowns are not worn to this service.

- Please note that the location for the 2018 Closing Convocation is DUKE CHAPEL.
- Graduates will line up by 11:15 am to process. The Chaplain's Office will email more information about this closer to the event.
- The faculty marshal (Curtis Freeman) will lead you into the Duke Chapel and assist you with seating.
- Please be aware that you may be separated from your friends if you are asked to start a new row. It is important that you follow the faculty marshal's instructions.
- A community-wide luncheon will follow the service.

Divinity Baccalaureate – Saturday, May 12 at 6:30 pm in Duke Chapel (Chaplain's Office)

CONTACT – Meghan Benson meghan.benson@duke.edu and Nohemi Ramirez nramirez@div.duke.edu

Tickets:

- Click [here](#) to register for tickets. This link will be emailed to all graduates today.
- Graduates can register online for up to four tickets which admit guests for seating in Duke Chapel during the priority seating window from 5:30-6:10 pm.
- If you are attending but don't need any guest tickets, you should still go online to register your attendance.
- Graduates participating in the service do not need a ticket. Only guests need tickets.

- If you need additional tickets, check with your classmates and other graduates. We have set up a Google doc for students to use to exchange tickets. Click [here](#) to access it. Please note that the Chaplain's Office does not have any extra tickets. Tickets may only be given freely—no charging \$!
- The deadline for registering for tickets is Wednesday, April 26.
- Graduates can pick up tickets by showing their Duke ID at the Bryan Center Information Desk during the following times. **Only the person who registered for the ticket can pick it up.** The Chaplain's office does not manage the ticket exchange. If you are giving one or more tickets to someone, you are the one to handle giving the ticket/s.
 - Mon-Fri, April 30-May 4: 11 am – 6 pm
 - Mon-Fri, May 7-11: 11 am – 6 pm
 - Sat, May 12: 9 am – 3 pm
- IMPORTANT TO NOTE: Once you have registered online for tickets, a confirmation email will be automatically generated. *Please check that the email is from Nohemi Ramirez and the subject line says "Baccalaureate Tickets Spring 2018."* If you do not receive a near-instant email, then you have not registered for the Divinity baccalaureate service. (There are other University-wide baccalaureate services.) If you have questions, please contact the Chaplain's office who can help you correctly register.

Wheelchair Seating:

- **Please** contact Nohemi Ramirez (nramirez@div.duke.edu) if you have ticketed guests who will be in a wheelchair to pre-register them for special seating. It can create a terrible crisis for events management if the number of wheelchairs and guests is not accurate.
- Each wheelchair guest will be able to have three companions sit with them. Both the wheelchair guest and the companions must have tickets to be admitted to the wheelchair seating section.
- You need to provide the wheelchair. If you need a wheelchair please contact the Duke Disability Office at 919-668-1267.

Language Translation:

- Please contact Nohemi Ramirez by Monday, April 23, if you have ticketed guests who need language translation. The Chaplain's Office will do their best to meet these needs.

Photography and Livestreaming:

- The Divinity School will hire a professional photographer to take individual photos of each graduate as they are being hooded. A link to a website where these photos can be purchased for a modest price will be mailed to graduates following the service.
- Due to fire codes and regulations, guests are not permitted to stand in the aisles to take photographs. They may take photos from their seats but we ask that they not stand up or move into the aisle.
- The service will be livestreamed for viewing by those who are unable to attend. A link to the livestream will be sent to graduates several weeks ahead of the service. You can also look for the link at www.chapel.duke.edu.

Day of the Divinity Baccalaureate service:

- By 5:00 pm, graduates should report to Goodson Chapel and find the seat with your name on it. (Seating is alphabetical by degree program.) Because there are a number of important things happening during this time, you will be asked to remain seated and to generally be quiet.
- Graduates' names will be read through three times to check for attendance and pronunciation. If you are not present by the third reading, your name will not be called during the baccalaureate service.
- At 5:30 pm, Duke Chapel will open for guests holding priority seating tickets. Admission will be through the main front doors except for those in wheelchairs or otherwise needing to use the handicapped entrance which is on the side of Duke Chapel facing the Westbrook building.
- Guests who arrive before 5:30 pm and whose health prevents them from standing in line to be seated can report to 110 Gray.

- At 6:10 pm, general seating of persons not holding priority seating tickets begins. After this time, Duke Chapel will be filled on a “first come, first served” basis and tickets will not guarantee a seat.
- Once the University Events Management staff determines that Duke Chapel is filled to capacity, they will direct any remaining guests to overflow seating in 0016 Westbrook. Note that guests with small children might consider opt for seating in 0016 Westbrook where food is allowed and there is easy access to restrooms. Once seated in Duke Chapel, movement is difficult.
- Following the service, all graduates and their guests are invited to a reception honoring graduates in the Divinity Café.

Attire/Academic Regalia

CONTACT – Cathy Watson cwatson@div.duke.edu

- Masters students and doctoral student should wear a black robe (preaching, academic, cassock) and red hood for Divinity. Mortar boards (Masters) and tams (Doctoral) are only worn to the University-wide commencement service in Wallace Wade stadium on Sunday, May 13.
- No honor cords, stoles, etc. will be permitted at the Baccalaureate service.
- Inexpensive Masters robe packets are available for order from the [Duke Stores](#) or by contacting Stacie Smith, Manager Divinity Bookshop at stacie.smith@duke.edu
- Custom robes may also worn. The Divinity Bookshop will be hosting “Robe Day” on March 2, with custom robes available for sale at a 20% discount.

Duke University Commencement Ceremony – Sunday, May 13, 9:00 am at Wallace Wade Stadium

CONTACT – Cathy Watson cwatson@div.duke.edu

- All graduates participating should line up by 8:15 am. Cathy Watson will send out details about where to line up closer to the event.
- Graduates should wear caps (or tams) and gowns with hoods for this ceremony.
- Tim Cook, CEO of Apple, Duke alum and member of Duke Board of Trustees, will deliver Duke's commencement address.
- For more information, visit www.commencement.duke.edu.

Graduating Student Questionnaire (GSQ) –

CONTACT – Cathy Watson cwatson@div.duke.edu

- All graduates must complete the Graduating Student Questionnaire (GSQ) which tracks demographics, levels of debt, and other data from seminarians.
- A link to the survey will be sent on April 21 and you will have until May 10 to complete it.
- A screen shot of your completed survey should be mailed to academics@div.duke.edu by May 10.
- You cannot pick up your diploma until you have completed the GSQ.

Diploma Distribution (Office of Academic Programs)

CONTACT –Christine Pesetski christine.pesetski@duke.edu and Ashley Lunn ashley.lunn@duke.edu

- Diplomas will be distributed after the Divinity Baccalaureate service on Saturday, May 12. Information about where diplomas can be picked up will be emailed to graduates in May.
- If you have not completed the GSQ or have an outstanding balance on your bursar’s account, you will not be able to pick up your diploma.