2017 GRADUATION INFORMATION
Duke Divinity School

Graduation Check
CONTACT – Christine Pesetski & Ashley Lunn, Office of Academic Programs

- All graduates should have completed a graduation check by December 1, 2016. If you have not completed your check, please contact the Academic Programs office by March 1 and schedule an appointment.
- 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 10.
- If you have an outstanding balance after May 10, 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
CONTACT – Cassandra Pettigrew & Lenore Budget, Office of Financial Aid

- 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 9 to conduct interviews. If you were unable to see them while they were here, you should receive an email from the University Personal Finance Office with information about how to get that done.

Class of 2017 Gift
CONTACT – Amy Jantzen, Office of External Relations

- Money received for the Class of 2017 Gift will be go to the Annual Fund which funds Divinity student scholarships.
- You may make a donation in honor or memory of someone, and those names for gifts received by April 17 will be printed in the bulletin for the Divinity Baccalaureate service.
- Checks should be made payable to “Duke Divinity School” with “Class of 2017 Gift” in the memo line.

Class of 2017 Banquet – Wednesday, May 10 at 6:30 pm
CONTACT – Amy Jantzen, Office of External Relations

- This event is by invitation only, and all graduates will receive an invitation.
- Please RSVP by Monday, May 1.
Graduate Cross Service – Wednesday, April 19 at 11:25 am in Goodson Chapel
CONTACT – Meghan Benson & Sonja Tilley, Chaplain’s Office

- 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 purple.
- 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 19
CONTACT – Cathy Watson, Office of Student Life

- 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 19 at 12:30 pm in Duke Chapel
CONTACT – Meghan Benson & Sonja Tilley, Chaplain’s Office

- 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 13 at 6:30 pm in Duke Chapel.

Closing Convocation – Thursday, April 20 at 11:25 am in Duke Chapel
CONTACT – Meghan Benson & Sonja Tilley, Chaplain’s Office

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

- Please note that the location for the 2017 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 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 13 at 6:30 pm in Duke Chapel
CONTACT – Meghan Benson & Sonja Tilley, Chaplain’s Office

Tickets:
- Click here to register for tickets. This link will be emailed to all graduates in mid-February.
- 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.
Tickets: (Cont’d)
- 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.
- 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.
  - Mon-Fri, May 1-5: 11 am – 6 pm
  - Mon-Fri, May 8-12: 11 am – 6 pm
  - Sat, May 13: 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 Sonja Tilley and the subject line says “2017 Divinity Baccalaureate.” If it doesn’t, then you have not registered for the Divinity baccalaureate service. (There are other University-wide baccalaureate services.) Please contact the Chaplain’s office who can help you correct register for the Divinity baccalaureate.

Attire: (Information on ordering can be found below.)
- Master’s Degree programs (MDiv, MTS, MACS, MACP, ThM): Black robes and hoods (no caps/mortar boards)
- Doctoral Degree programs (DMin, ThD): Doctoral robes and hoods (no tams)

Wheelchair Seating:
- Please contact Sonja Tilley (stilley@div.duke.edu) if you have ticketed guests who will be in a wheelchair to pre-register them for special seating. Only those pre-registered through the Chaplain’s Office will be guaranteed seating in the wheelchair section.
- Each wheelchair guest will be able to have one companion sit with them. Both the wheelchair guest and the companion must have priority seating tickets to be admitted to the special wheelchair seating section.

Language Translation:
- Please contact Sonja Tilley by Monday, April 24, if you have ticketed guests who need language translation. The Chaplain’s Office will try 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.)
- Graduates’ names will be read through three time to check for attendance and pronunciation. If you are not present by the third reading, their 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 opting 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.

Diploma Distribution
CONTACT – Christine Pesetski & Ashley Lunn, Office of Academic Programs
• Diplomas will be distributed after the Divinity Baccalaureate service on Saturday, May 13. 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.

Duke University Commencement Ceremony – Sunday, May 14, 9 am at Wallace Wade Stadium
CONTACT – Cathy Watson, Office of Student Life
• 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.
• Philanthropist and financier David Rubenstein, a Duke alumnus and the current chair of the university’s Board of Trustees, will deliver Duke’s commencement address.
• For more information, visit www.commencement.duke.edu.

Graduating Student Questionnaire (GSQ) –
CONTACT – Cathy Watson, Office of Student Life
• 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.

Attire/Academic Regalia
CONTACT – Cathy Watson, Office of Student Life
• Masters students should wear a black robe and red hood for Divinity. Mortar boards are only worn to the University-wide commencement service in Wallace Wade stadium on Sunday, May 14.
• Doctoral students should wear a doctoral robe and hood. Tams are only worn to the University-wide Commencement Ceremony.
• Inexpensive Masters robe packets are available for order from the Divinity Bookshop. The cost is $52 and includes the Divinity hood.
• Custom robes may also be worn. The Divinity Bookshop will be hosting “Robe Day” on March 2, with custom robes available for sale at a reduced price.