



PACIFIC SCHOOL OF RELIGION GRADUATION FORM FOR MAY 2016

Please return **this form** to the Office of Community Life by **Friday, Feb. 26th!**
PRINT LEGIBLY! If you are not planning to attend the Commencement, you still need to fill-out this form.

1. NAME

(As you want it to appear on your degree and in the commencement program.

NOTE: Titles, such as Rev., Dr., Sr., Jr. will not be included).

Optional: If people regularly mispronounce your name, any particular preference on how your name is pronounced?

2. DEGREE FROM PSR

MDiv Common MA MTS DMin PhD

CTEL (aka CMS) CSS CAPS CTS CSR CSST

If applicable, write dissertation/thesis title, as you want it to appear in the commencement program:

MAILING ADDRESS for your diploma around July 15:

3. PREVIOUS DEGREES and SCHOOL (top as the most recent)

This info will be included in the graduation program.

Previous degree bachelors & up (include field/area if Ph.D. or Master level)	School granting the degree	City and State
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



4. ATTENDANCE

Do you plan on attending Commencement on May 22 at 1st Congregational UCC in Berkeley? Yes No
*If No, you may proceed to item 11. If Yes, please continue to item 5.

5. ROBE

You are required to wear a robe. The hood for the degree granted by PSR is included in the rental fee, but it must be returned at the end of Commencement. You may choose to wear your own robe.

Do you wish to rent a robe through the PSR Office of Community Life for \$50? Yes No
*If No, proceed with item 6. If Yes, fill in height and weight, and then proceed with item 6.

(a) height: (feet) (inches). Please *don't* use a different metric system.

(b) weight: pounds (lbs.) Please estimate upwards so your robe fits comfortably

6. HOOD

Answer this question only if you filled out Section 3 of this form (about previous degrees).

If you have a previous *Master/Doctoral* degree, and would like to wear it on stage, would you like to **rent a hood** for the degree for \$25? Yes No

If more than one degree is listed in item 3, indicate which school and particular degree:

7. LIMITED SEATING and PRIORITY SEATING TICKETS

There have been occasions in the past when graduation commencements were overcrowded. To solve this problem, the seminary council implemented priority seating tickets for family and guests of graduating seniors. **Each graduating senior is granted 5 priority seating tickets**, which is a common practice of academic institutions in the US. The 5 tickets will be inserted in 5 of the 10 announcements.

No I don't need tickets at all. Give my tickets to other graduating seniors who need them.

Yes I need 5 tickets.

Yes I need extra tickets on top of my 5. Write number of *extra* tickets here: .

Note: There is **NO GUARANTEE** that you will be able to have extras. Availability is on **first-come first-serve** basis on a waiting list (so submit your forms early) and depends upon the number of tickets returned to the Office of Community Life. Reminder: If you learn that your guests aren't coming, *please* return tickets immediately to the Office of Community Life for redistribution! Do not keep them unused.



8. GRADUATION ANNOUNCEMENTS

We do not have graduation “invitations”—that is, an invitation made especially for each of your particular individual guests. Instead, we have generic graduation announcement cards that outline the graduation date, time, location and speaker.

(A) If you are renting a robe, announcements are reserved for you at no cost (10 max). Check one:

Yes I want 10 announcements

I only need 5 announcements to go with my 5 priority seating tickets

No I do not need announcements

(B) If you are not renting a robe (item 5) through Community Life, you still may reserve a maximum of 10 announcements for \$5. Do you want announcements reserved for you for \$5?

Yes How many?

No I do not need announcements

9. EXTRA ANNOUNCEMENTS

Some graduating seniors order extra announcements (on top of the free 10). For instance, if they request more than 5 priority seating tickets, they need more announcements to go with the extra tickets. OR they order extra announcements not necessarily to invite family and friends to the commencement, but to officially let them know that they are graduating. You may order **additional** announcements at a cost of \$0.50 each. **Please fill in the blanks to order, or leave them blank if you don’t want to order.**

Number of additional announcements multiplied by \$0.50 equals \$ (total)

**Proceed to item 10.*

10. PICKING UP ANNOUNCEMENTS

If you answered Yes to either A or B of item 8, please check one.

I would like to pick up my announcements at the PSR Front Desk. Ann will notify you when they available for pick up.

I live off campus and cannot pick up the announcements at the PSR Front Desk. Please mail the announcements to me at this address:

Street:

City: State: Zip:

**Proceed to item 11.*



11. PAYMENT

Write \$50 if you checked <u>Yes</u> for item 5 and N/A if you wrote <u>No</u> .	\$	<input type="text"/>
Write \$25 if you checked <u>Yes</u> for item 6 and N/A if you wrote <u>No</u> .	\$	<input type="text"/>
Write \$5 if you checked <u>Yes</u> for B of item 8 and N/A if you wrote <u>No</u> .	\$	<input type="text"/>
Write total for item 9 and N/A if blank.	\$	<input type="text"/>

TOTAL COST: \$

How to Pay

Pay by cash or check at Holbrook 123, 125c or mailbox H-3.

If by check, write your check to "Pacific School of Religion" Note on the check what the payment is for.

**Proceed to Item 12.*

12. CONTACT INFORMATION

Please write your email address and PSR mailbox number so Ann or Alison can let you know when the robe, hood, commencement announcements and priority seating tickets are ready to be picked up.

E-mail address here:

PSR mailbox number (if you have one):

13. DEADLINE: Return this form to the Office of Community Life by Friday, February 26th!

OPTION 1—Drop off

If you live on campus, drop your form (and check) either: (1) at the Holbrook front desk for the Office of Community Life mailbox (H-3) **OR** (2) At the Office of Community Life (Holbrook 123).

OPTION 2—Snail Mail

If you live off campus and want to mail the completed form and check place them in an envelope and mail to:

Rev. Ann Jefferson, Office of Community Life, Pacific School of Religion, 1798 Scenic Ave., Berkeley CA 94709

OPTION 3—E-mail

If you live off campus and do not have to send a check (to pay fees for robe, hood and announcements), e-mail your completed form to Tara at:

tlimbaugh@psr.edu

How to Pick Up & Return Your Robe and Hood: If you order a rented robe and hood through PSR, pick them up at Holbrook 125C (Mz. Ann will let you know). Otherwise pick them up early in the "robe room" at the commencement ceremony just before the rehearsals. **Return Robes and Hoods!** All **must be returned** right after the PSR graduation! They are rented. You may not buy them or keep them! If you are planning to purchase a robe or hood to keep, read about how to purchase them in the FAQ Memo.