



THE GUIDE TO GRADUATION WEEKEND

Louisville Presbyterian Theological Seminary

Welcome to Graduation Weekend at Louisville Seminary.

Baccalaureate and Commencement services are scheduled for Sunday, May 18, 2008. To facilitate your preparations and assure smooth-running ceremonies, we wish to share our planned schedule and other information that may assist in making this a wonderful weekend for all of us.

Please keep this booklet and remember that it is important to meet all deadlines noted throughout this guide and 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 2. Ten announcements will be 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 can be purchased for 50¢ each. Please contact Jean Newman if you have any questions. Jean normally receives the announcements in mid-April and will contact students when they are ready.

ATTENDANCE

If you plan to graduate in absentia, you must submit your written request to Dean David Hester. The deadline to request to graduate in absentia is April 28.

CLEARANCE FORMS

Deadline: May 12

Graduating students are required to complete the enclosed clearance form. Please obtain the required signature from each department. The Business Office (Karen Alexander) and the Dean of the Seminary (David Hester) should be the last signatures obtained on the form.

EXIT INTERVIEWS

All graduating seniors must schedule a conference with David Hester, Dean of the Seminary. Students who have a Gerhardt or Perkins loan will receive a letter to make an appointment with Marti Marsh for an exit interview. Students who have Stafford loans must schedule an appointment for an exit interview with Bonnie Klotz.

LAWYERS LODGE ACCOMMODATIONS

Need overnight accommodations for family and friends? Please contact the Lawyers Lodge directly at 502.992.0220. The Seminary rate is \$58.00 per night.

OFFERING

During the Baccalaureate service, an offering will be taken. The senior class will vote on how this money will be distributed.

PRESS RELEASES

Order deadline: June 6

Press releases may be sent to your hometown newspaper, your home church, presbytery, and alma maters by filling out the enclosed form. The deadline for submitting information to the Office of Communications is June 9. Please complete all information including addresses and any award information to be included in your announcement.

ROBE AND HOOD INFORMATION

Order deadline: February 15

Robes and albs 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, the rental fee is due at the time of your order and should be submitted by February 15. The cost is \$13.00 for master level and \$18.00 for doctoral level. **Please complete the enclosed Jostens form and return it to Cristol Kleitz in the Registrar's Office by February 15.** Robe pick-up will be Thursday, May 15 and Friday, May 16, 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 to David Gray at the reception immediately following Commencement in the Great Hall at Second Presbyterian Church. You will receive your diploma at that time.

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.

VIDEOTAPE

To receive a copy of the unedited, archival-quality videotape 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 the Seminary and clearly print the address you want the tape sent to. Allow 6-8 weeks after the event for delivery.

SCHEDULE OF EVENTS

PRESIDENT'S RECEPTION

Saturday, May 17 from 3:00-5:00 p.m.
President's Home, 1050 Alta Vista Road
Deadline to RSVP: May 2

Parents, children, aunts, uncles, etc. may attend. Dress is casual, i.e. slacks and skirts. Please use the enclosed form to make your reservations by May 2.

CLASS PHOTOGRAPH

Sunday, May 18 at 8:45 a.m.
Gardencourt

All individuals are to be robed and meet on the steps of Gardencourt at 8:45 a.m. for the class photograph. If you're late, we cannot guarantee you will be included in the photograph. If it should rain, the rain site will be in the Caldwell Chapel. The Seminary will give you one copy of the class photograph and a picture of you receiving your diploma. The photographs will be mailed to your forwarding address this summer.

CHILDCARE FOR BACCALAUREATE

Sunday, May 18, opens at 9:45 a.m.
Deadline to register: May 6

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

- ❖ Childcare will be provided for infants through five years old. This service is free to Seminary students and their guests, and will be located in Nelson Hall, Room 10.
- ❖ In order to provide an adequate number of caregivers, please complete and return the enclosed registration form to Jean Newman by May 2. 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 will need to 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 18 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 the 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 18 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. The preachers this year are Johanna Bos and Amy Plantinga Pauw.

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 ½-2 hours.

LUNCHEON

Sunday, May 18 at 12:15 p.m.
Gardencourt

Deadline to purchase tickets: May 2

The first floor of Gardencourt 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 tickets must be purchased by May 2. We have 200 tickets for sale on a first-come, first-serve basis. No tickets will be available at the door. There will be assigned seating.

Prices are \$10.00 for adults, \$5.00 for children ages 5-12. Children under five may eat free, but must have a reservation. Sorry, graduates do not eat free at this event. Tickets are to be purchased from 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 five). Please complete the enclosed form and return it with your check.

CHILDCARE FOR COMMENCEMENT

Sunday, May 18 at 3:00 p.m.
Second Presbyterian Church Nursery

Deadline to register: May 2

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

- ❖ Childcare will be 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 (near the Weekday School Office).
- ❖ In order to provide an adequate number of caregivers, please complete and return the enclosed registration form to Alice Gunter by May 2. 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 will need to 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 worship.

If you have any questions or if you need directions, please contact Alice Gunter.

LINE-UP FOR COMMENCEMENT

Sunday, May 18 at 3:00 p.m.

Great Hall at Second Presbyterian Church

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

COMMENCEMENT

Sunday, May 18 at 3:30 p.m.

Second Presbyterian Church

3701 Old Brownsboro Road (895-3483)

The commencement service is the ceremony of conferring degrees. The Rev. Mary Gene Boteler will be the speaker; her theme will be "To Serve With Imagination."

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 is enclosed with directions to the church.

BRIEF SCHEDULE AND CHECKLIST

February 15

- ❖ Deadline for robe orders

April 2

- ❖ Last day to order announcements

April 28

- ❖ Last day to submit request to graduate in absentia

May 2

- ❖ Deadline to purchase luncheon tickets (tickets are sold on a first-come, first-serve basis)
- ❖ Deadline to reserve childcare for Baccalaureate
- ❖ Deadline to reserve childcare for Commencement
- ❖ Deadline to RSVP for the President's Reception

May 12

- ❖ Deadline for clearance forms

Saturday, May 17

- ❖ 3:00-5:00 p.m. President's Reception at the President's Home, 1050 Alta Vista Road

Sunday, May 18

- ❖ 8:45 a.m. Class Photograph at Gardencourt
- ❖ 10:00 a.m. Line-up for procession in Nelson Hall, Room 119
- ❖ 10:30 a.m. Baccalaureate service in Caldwell Chapel
- ❖ 12:15 p.m. Luncheon at Gardencourt
- ❖ 3:00 p.m. Line up for procession in 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 at the reception in the Great Hall of Second Presbyterian Church.)*

June 8

- ❖ Last day to submit press release information to Office of Communications

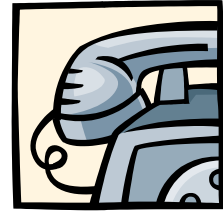
June 22

- ❖ Press releases featuring graduation and awards will be mailed

Fall

- ❖ Commencement will be featured in the fall issue of *Mosaic*

LOUISVILLE SEMINARY CONTACT LIST



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

Toll-free 1.800.264.1839
Main number 502.895.3411
Fax number 502.895.1096

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

David Gray 502.992.9381 dgray@lpts.edu
Cristol Kleitz 502.992.9380 ckleitz@lpts.edu

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

Bridget Couch 502.992.9361 bcouch@lpts.edu
Lynette Keeling 502.992.9362 lkeeling@lpts.edu
Michelle Melton 502.992.9358 or 502.609.5697 mmelton@lpts.edu

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

Lisa Kolb 502.992.9352 lkolb@lpts.edu
Dale Melton 502.992.9347 dmelton@lpts.edu

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

Jean Newman 502.992.9368 jnewman@lpts.edu

❖ **General information, President's reception, specific information regarding Commencement, childcare for Commencement, and information regarding special guests:**

Alice Gunter 502.894.2291 agunter@lpts.edu

❖ **Videotaping:**

Norm Hollabaugh 502.894.2290 nhollabaugh@lpts.edu

MAP AND DRIVING DIRECTIONS

TO SECOND PRESBYTERIAN CHURCH

3701 BROWNSBORO ROAD • LOUISVILLE, KY 40207 • 502.895.3483



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, Azalea Restaurant, and Doll's Market -- all on the right). After the traffic light at Doll's Market, turn left at the first street on the left (Pennington Lane). The church is immediately on the right.

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 Stiltz Avenue. Proceed to the end of Stiltz 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)

LUNCHEON RESERVATIONS

Name _____

Address _____

City, State, Zip _____

Phone number _____

I would like to purchase lunch tickets for:

_____ Adults (\$10.00 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 \$_____

Tickets are sold on a first-come, first-serve basis.

NOTE: Payment must be included.

***Send this form with a check to
Jean Newman in the Dean's Office by May 2.***

CHILDCARE FOR BACCALAUREATE RESERVATION FORM

Name _____

Address _____

City, State, Zip _____

Phone number _____

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

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 Jean Newman
in the Dean's Office by May 2.***

CHILDCARE FOR COMMENCEMENT RESERVATION FORM

Name _____

Address _____

City, State, Zip _____

Phone number _____

Names and ages of children needing childcare for Commencement (this service is 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 Alice Gunter
in the President's Office by May 2.***

PRESIDENT'S RECEPTION RESERVATION FORM

Name _____

Yes, I can attend the President's Reception

_____ Number of children

_____ Number of teens

_____ Number of adults

No, I cannot attend the reception

***Return this form to Alice Gunter
in the President's Office by May 2.***

BACCALAUREATE/COMMENCEMENT ANNOUNCEMENT ORDER FORM

Name _____
(name as it should 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 2, 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 2.***