



## ADVANCE Graduation Application

### Student Information

Legal First name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
(Do not use Nicknames or preferred names)

ID #: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

I am a student at:  ADVANCE Center \_\_\_\_\_

Write your name **EXACTLY** as you want it to appear on your diploma:

Please type or print clearly. Do not use ALL upper case letters; names will appear in mixed upper and lower case. We cannot print titles or degree names (e.g. Ph.D., M.D., Rev.) as a part of the name line on the diploma.

**I reasonably expect to have all of my degree requirements complete by the end of the semester indicated below. I have read the attached information page and understand all information therein.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Diploma Information

I will complete all my GS ADVANCE diploma requirements at the end of 20\_\_\_\_\_:

- Fall Term                       Spring Term
- Summer Term

#### ADVANCE Ministry Diploma (24 hours):

- Biblical Greek (BGD-A)    Discipleship (DSD-A)
- Biblical Hebrew (BHD-A)  Intro to Chr. Lead. (ILD-A)
- Biblical Lang. (BLD-A)    Music Ministry (MMD-A)
- Chaplaincy (CHD-A)      On Mission (OMC-A)
- Child. Ministry (CDD-A)  Pastoral Ministries (PMD-A)
- Christian Min. (CMD-A)  Peer Counseling (PCD-A)
- Christian Stud. (CSD-A)  Preaching (PRD-A)
- Church Edu. (CED-A)     Transform. Teach. (TTD-A)
- Church Plant. (CPD-A)    Women's Ministry (WMD-A)

#### ADVANCE Leadership Diploma (48 hours):

- Biblical Greek (BGL-A)    Discipleship (DSL-A)
- Biblical Hebrew (BHL-A)  Music Ministry (MML-A)
- Biblical Lang. (BLL-A)    On Mission (OML-A)
- Chaplaincy (CHL-A)      Pastoral Ministries (PML-A)
- Child. Ministry (CDL-A)  Peer Counseling (PCL-A)
- Christian Min. (CML-A)  Preaching (PRL-A)
- Church Edu. (CEL-A)     Transform. Teach. (TTL-A)
- Church Plant. (CPL-A)    Women's Ministry (WML-A)

### Program Information

Do you plan to attend the graduation ceremony?

- YES                       NO (I will be graduating **IN ABSENTIA**)

*If Yes*, I would like to participate in:

- Fall, 20\_\_ (ONT Only)
- Spring, 20\_\_ ( AZC  BAC  ONT  PNWC  RMC)

\*If you would like to participate in a ceremony prior to finishing all your degree requirements, you must complete the EXCEPTION TO GRADUATION POLICY form.

T-Shirt Size: \_\_\_\_\_

Your HOME STATE or COUNTRY: \_\_\_\_\_

Previous degrees (bachelors and above) and college/university where earned:  
\_\_\_\_\_  
\_\_\_\_\_

### Additional Information

I understand that my diploma will not be mailed to me until I complete all degree/diploma requirements. I will not receive a diploma before the degree conferred date.

I understand that official transcripts for transfer credit must be submitted to the Registrar's Office no later than **60 days before** graduation or my graduation will be canceled.

\_\_\_\_\_ **(initial)**

### REGISTRAR OFFICE USE ONLY

Date processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Late/Change Fee:  Yes  No

## GRADUATION FAQ PAGE

### When and where do I turn in the completed form?

Students must submit a complete application before the end of the semester preceding their final semester (end of the fall semester for spring graduation; end of the spring semester for fall graduation). ADVANCE Students should turn in their forms to their local centers, who will then mail the forms to:

Gateway Seminary  
ADVANCE, Box 44  
3210 E. Guasti Rd.  
Ontario, CA 91761

### I missed application deadline, can I still graduate?

There is a late application period that extends until the last day to drop for the semester. You can still graduate if you apply by that date; however, late applications are subject to a late fee and any change to the application once it has been accepted and processed by the Registrar's office is also subject to a fee per change. No changes are accepted within 8 weeks of graduation date. Consult the fees and expenses section of the current GS catalog for the current fee. Applications submitted after the last day to drop will not be accepted for that semester.

### Is there a fee for graduation?

Yes. This fee will be paid to the ADVANCE Local Center, who will then send it to the ADVANCE National Office at Gateway Seminary. **This fee applies whether or not you plan to attend a graduation ceremony and it is in addition to the regalia rental fee** (see below). Consult the fees and expenses section of the current GS catalog or contact the ADVANCE National Office at [ADVANCE@gs.edu](mailto:ADVANCE@gs.edu) for the current fee.

### How will I know if I have completed my degree requirements?

The Registrar's Office at Gateway Seminary will complete a graduation check of your academic record at GS. After this check is complete, you will be informed of the result via the email address you submit with your graduation application. This will be sent to you no later than the beginning of your graduation semester in order to give you the opportunity to enroll in any course that may be lacking. **This only applies to students who submit their application by the deadline, those who submit late graduation applications may not receive their audit in time to make changes to their class schedule.**

### What about the regalia (Cap, Gown, or/and Hood) for graduation?

You will rent all the required regalia for graduation ceremony. You will need to order the appropriate regalia for your degree **after receiving the graduation packet.**

### When will I get information about the graduation ceremony?

The Student Services Office or your regional campus office will send you a graduation packet 6-8 weeks prior to the ceremony. This packet will contain information about regalia, rehearsal, graduate luncheon, pictures, etc. If you have not received this packet four weeks prior to the ceremony, please contact the Student Services Office or the ADVANCE National Office.

### What if I can't attend the graduation ceremony?

Mark "NO (I will be graduating IN ABSENTIA)" on the graduation application. Your diploma will be mailed to your center after all grades for the semester have been received.

### I still have a balance at the Business Office. When does this have to be paid?

All financial obligations to GS must be paid no later than the Wednesday prior to graduation. This includes any library obligations (including fines, overdue books and checked-out materials), tuition and fee charges and the graduation fee. No student will be permitted to participate in the graduation ceremony and/or receive diploma if he/she has an outstanding balance at the Business Office.

### What if I fail a class during my last semester or have to withdraw my name from the graduation list?

In rare cases, students who fail a class during their final semester may receive permission to graduate if they have made arrangements to re-take the failed classes during the next term.

If for any reason you cannot graduate at the end of the semester (other than failing a class) indicated on the application, you must notify to cancel and submit a new graduation application form for any subsequent graduation. There may be a cancellation fee of \$20. Please check with the registrar's office.

### I have questions about graduation. Who do I ask?

- Questions about the grades, transcripts, diplomas or graduation clearance can be directed to the Gateway Registrar's Office at (909) 687-1468.
- Questions about the graduation ceremony can be directed to the Student Services Office at (909) 687-1451 or your Gateway regional campus administrative office.