MEMO TO: The Class of 2007
FROM: Office of Student Life & Development
DATE: September 6, 2006
RE: Graduating Senior Packet (Senior Salute)

Congratulations!!! You are approaching one of the most exciting and momentous days of your life, May 6, 2007, Commencement Sunday. The Senior Salute is a special event that will be held on March 13 & 14, 2007. This event heightens the spirit of celebration for the graduating seniors. The celebration will make the graduation process easier for you. We are trying to coordinate and reduce the workload of graduation, and enhance communication with you and your families. The Senior Salute creates a foundation for a strong, long-term alumni relationship.

In addition to the official capacity that Senior Salute serves, there is also an opportunity to win raffled prizes of items that will come in handy for any graduating senior.

The Senior Salute will be set up like a career fair, with tables assigned for each department. The following departments will participate:

1. Student Affairs & Enrollment Management
2. The Office of Financial Aid
3. The Bursar Office (Please bring identification)
4. Career Services (Please bring a resume)
5. The Office of Alumni Relations
6. Herff Jones
   a. Rings
   b. Diploma Frames

At the Senior Salute you will have an opportunity to visit various offices at once to complete any unfinished business you may have. Also, you may order your senior class rings at this time. Your cap and gown may be ordered from Monday, Oct. 2, 2006 through December 3, 2006 ONLY. Please go to www.lincoln.edu click on Registration then Undergraduate Graduation Application include your height and weight information on the form then submit to the Registrar’s Office. (This information will be used to order your cap and gown).
ALL STUDENTS, PLEASE READ

Students who finish their work in December should complete all business before leaving campus. If you miss the Senior Salute (March 2007), please make sure that you visit the following offices to make sure that you are cleared with them:

1) Student Affairs & Enrollment Management
2) The Office of Financial Aid
3) The Bursar Office
4) Library
5) Career Services

***All Books must be turned in by December 6\textsuperscript{th} 2006 for December graduates. May graduates by April 19\textsuperscript{th} 2007.

Please also visit the Office of Alumni Relations so that they may collect the required information from you.

Finally, if you have not done so, please pick up your application for graduation from the Office of the Registrar. Consult with your academic advisor about its completion, and return it to the Office of the Registrar, as soon as possible.
(October 1, 2006 for December 06 graduates and February 1, 2007 for May 2007 graduates)

1. Ms. Stacy Anderson will distribute commencement invitations. They will only be available at the Senior Salute in March to those seniors who have paid class dues. A receipt must be shown in order to pick up invitations.

Class dues are $145.00 and are set by the class primarily for class business such as the yearbook, gifts to the University and Senior Week activities. Any dues remaining in the account are to be controlled by the Class officers for class reunions, mailing notices, and performing other class business.

The University’s $138.00 graduation fee covers costs such as cap & gown, diploma, Commencement, etc.

Please keep in mind that the Class Dues and the Graduation Fee are separate charges. You pay the Class Dues directly to your class and the Graduation Fee is added to your student account.

2. Invitations may be withheld if a senior has failed to settle any obligations, particularly those incurred in connection with activities related to the class or the preparation of graduation (class dues, etc.).
3. The Class of 2007 is expected to attend the General Alumni Association Meeting on the evening of May 6, 2007. Further information may be acquired from the Office of Alumni Relations.

4. Graduating seniors are entitled to have one guest at graduation for who the University will provide university lodging free of charge. The guest must be a member of the senior’s immediate family. On a space availability basis, other guests will be charged for accommodations. Seniors must register their guest/s at least ten days in advance with Ms. Valerie Reason in Residence Life, 3rd floor Lincoln Hall, ext. 3226.

5. All graduating seniors are expected to be present for Baccalaureate and Commencement activities on May 6, 2007. Instructions detailing procedures for the day will be provided by the Office of Development and External Relations. An assessment of $25.00 will be levied, and diploma delayed, for anyone who has not received permission from the Registrar to be absent. If your diploma is not picked up immediately after the Commencement exercises, you need to make arrangements with the Registrar’s Office to have it sent to you at the cost of $10.00 (United States) or $25.00 (Overseas).

6. For those who will not be participating in any class activities, and solely want a yearbook, the cost of the yearbook is $40.00 and should be paid directly to Ms. Fatima DeMaria in 210 Student Union Building, with your yearbook reservation.

Thank you for your prompt attention to preparations for a successful and pleasant graduation experience. Remember, it is your responsibility to attend to each task as specified above, so don’t delay. If we can be of any further assistance please do not hesitate to get in touch with the Office of Student Life and Development, or if you have a department-specific question, please contact that department.

Please see the Yearbook Reservation and Invitation Request Forms attached (if you have a hardcopy) and below (if you are viewing online).

cc: University Marshal
Dr. James Simington, Registrar
Dean Jerryl Briggs, Dean of Students and Campus Life
Ms. Antoinette Wallace, Director of Residence Life
Dr. William B. Bynum, Jr., Vice President of SAEM
YEARBOOK RESERVATION

Please reserve a copy of the 2007 yearbook for me. It is my understanding that upon complete payment of my dues, I am entitled to a copy of the yearbook.

The cost of a yearbook only with no participation in any other class activities is $40.00.

_____I would like to receive a yearbook only and pay $40.00.

_____I would like to receive a yearbook and will pay/have paid my total class dues of $145.00 to participate in other class activities.

________________________  ___________________   ____________
Name                      Signature              Date

The reservation for the yearbook and payment (if you are only purchasing a yearbook and not participating in any other class activities, including, but not limited to Senior Week, Senior Ball, etc) must be given to Ms. Fatima DeMaria in 210 Student Union Building, on or before December 3, 2007.
REQUEST FOR INVITATIONS

In addition to the ten (10) invitations that I receive through the payment of my dues, I would like to order ____________ additional invitations, which are One dollar ($1.00) each.

Please Check One:
(  ) My dues are paid in full.
(  ) My dues are partially paid (payment to be completed by December 3, 2006).
(  ) My dues will be paid by December 3, 2006.

Payment for extra invitations, will be made at the time invitations are picked up.

Whether or not you want extra invitations, this form should be given to the Dean of Students Office, 3rd Lincoln Hall, on or before December 3, 2006. Otherwise, no invitations will be ordered for you.

________________________  ____________________________  ____________
Name                      Signature                      Date
Don't let this

Prevent you from getting this.....

All graduating seniors must be financially cleared in order to receive their degree and participate in Commencement by April 20th, 2007.
A MESSAGE FROM THE OFFICE OF FINANCIAL AID

It is mandatory that you complete a Federal Stafford Loan Exit Interview. As a convenience for you we have instituted, in conjunction with AES/PHEAA, a web-based interactive exit interview. This will allow you to complete the financial aid requirement. The exit interview must be completed as soon as possible. Reminder: you will need the names and addresses of 4 references.

Please follow the instructions below to access the AES/PHEAA web site:

- Under "Find Aid for School" click on Entrance and Exit Counseling.
- Read the instructions and select Federal Student Loan Exit Counseling under "Online Student Loan Counseling" section.
- Choose Pennsylvania for school state and select Lincoln University for school and click "Continue."
- Again choose Pennsylvania for the "U.S. State or territory" and click "Continue."
- Also choose Lincoln University for "Now, select your school" and click "Continue."
- Read Mapping Your Future: Online Student Loan Counseling Instructions. Click "I Agree" to start test.
- When the test is finished, complete the Borrower Information Form and click "Continue."
- Complete the personal reference information and click "Submit."

THANK YOU AND CONGRATULATIONS!
SENIOR CLEARANCE FORM

Please Print

Student Name: _______________________________________________________________

Student Social Security Number: ______________________________________________

Student Address: _____________________________________________________________

Student City, State, Zip Code: _______________________________________________

Name of Department Chair: ___________________________________________________

List (2) faculty members or administrators who will provide references for you. (Do not use the name of your department chair.)

(1.) ___________________________________ (2.) ________________________________

List the activities/organizations that you participated in while a student at Lincoln University.

(1.) ___________________________________ (3.) ________________________________

(2.) ___________________________________ (4.) ________________________________

What are your plans upon graduation from the University?

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What is your expected date of graduation? ________________________________
Dear Student of Lincoln University:

A reminder, the University policy on allowing students to walk in Commencement with one course short of the requirements for graduation has changed. The following is the old and the new policy:

Old Policy:
A student may be allowed to walk, but not graduate, with one course (i.e., one three credit hour course or one four credit hour course).

New Policy:
Students are required to complete the following before they will be permitted to participate in any future Commencement exercise:

- All academic and residency requirements for graduation.
- All financial or other obligations to the university.

This explanation will hopefully help you in your future planning.

James W. Simington, Jr.
Registrar