

MEMO TO: The Class of 2009

FROM: Office of Student Life & Development

DATE: September 2008

RE: Graduating Senior Packet (Senior Salute)

Congratulations!!! You are approaching one of the most exciting and momentous days of your life, May 3, 2009, Commencement Sunday. **The Senior Salute** is a special event that will be held in April 2009. 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 the Dean of Students and Campus Life
3. The Office of Financial Aid
4. The Bursar Office (Please bring identification)
5. Career Services (Please bring a resume)
6. The Office of Alumni Relations (please bring your first Alumni donation)
7. Herff Jones
 - a. Rings
 - b. Diploma Frames

At 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.

ALL STUDENTS, PLEASE READ

Students who finish their work in December should complete all business before leaving campus. If you miss the Senior Salute in April 2009 please make sure that you visit the following offices to make sure that you are cleared with them and have provided/received all required information and documentation:

- 1) Student Affairs & Enrollment Management
- 2) The Office of Financial Aid
- 3) The Bursar Office

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 you academic advisor about its completion, and return it to the Office of the Registrar, as soon as possible. **Please check with the Office of the Registrar for the dates. It is strongly advised that you adhere to these dates.**

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

Class dues 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 Class Dues are \$175.00 and may be paid to your Class Treasurer or any other officer who can provide you with a receipt of payment. Payments may also be made to the Class Advisor, Ihsan Mujahid in Student Life and Development.

The University's \$150.00 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 2009 is expected to attend the General Alumni Association Meeting. Further information may be acquired from the Office of Alumni Relations.

4. Graduating seniors are entitled to have one guest at graduation for whom 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. 7226.
5. All graduating seniors are expected to be present for Baccalaureate and Commencement activities on May 3, 2009. 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).
5. For those who will not be participating in any class activities, and solely want a yearbook, the cost of the yearbook is \$50.00 and should be paid directly to Ms. Fatima DeMaria in Student Life and Development.

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 find attached the Yearbook Reservation form, Exit Interview Information, the Senior Clearance Form, Request for Graduation Announcements for, and the Personal Data Sheet.

cc: Dr. Dana Flint, University Marshal
Mr. Stephen Roberts, Interim Registrar
Mr. William Dunbar, Associate Registrar
Dean Jerryl Briggs, Dean of Students and Campus Life
Dr. William B. Bynum, Jr., Vice President of SAEM

REQUEST FOR GRADUATION ANNOUNCEMENTS

In addition to the ten (10) announcements that I receive through the payment of my class dues, I would like to order _____ additional announcements, which are one dollar (\$1.00) each.

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

Whether or not you want extra announcements, this form should be given to the Dean of Students & Campus Life Office, 3rd floor Lincoln Hall, on or before January 26, 2009.

Name: _____

Signature: _____

Date: _____

Note:

The Commencement Announcements is just an official notification of your graduation.

Personal Data Sheet

Please complete and return to the Office of Career Services 240 Dickey Hall
Please answer each question completely and submit a resume (see the resume outline) for review!

Name: _____ U.S. Citizen? Yes ___ No ___ Visa Type: _____

Major: _____ Minor _____

Phone Number: _____ E-mail Address: _____

Home/Permanent Address: _____

City: _____ State: _____ Zip Code: _____

1. Have you applied to at least one graduate or professional school? Yes ___ No ___
If you answered no, please skip down to question number 2.

Please List the graduate programs that you have applied to (Name of school, Degree level, & Subject)

1. _____
2. _____
3. _____
4. _____

Have you been accepted into a graduate or professional school? Yes ___ No ___

If so, which schools have accepted you?

- | | |
|----------|------------------------------------|
| 1. _____ | Will you attend this school? _____ |
| 2. _____ | Will you attend this school? _____ |
| 3. _____ | Will you attend this school? _____ |
| 4. _____ | Will you attend this school? _____ |

2. Have you interviewed for a full – time job that you intend to start immediately (within 3 months) after graduation? Yes ___ No ___

If so, who have you interviewed with and who has made you an offer for employment? _____

Which offer have you accepted? _____

3. How many times have you visited the Office of Career Services during your college career?

0 _____ 1 _____ 2 - 4 _____ 5-10 _____ 10 or more _____

How to Complete Your Exit Review for Financial Aid

Federal Regulations require Lincoln University to administer entrance loan counseling to all student loan borrowers before they receive their loan proceeds. Exit loan counseling must be completed by all student loan borrowers who leave school, drop below half-time status, or graduate. Even if you plan to return to school at a later date you must still complete exit counseling. Please follow the instructions below to complete **both Federal Stafford and Perkins Loan exit counseling**.

- Go to www.aessuccess.org
- Under "Find Aid for School" click on Entrance and Exit Counseling.
- Read the instructions and select your **Federal Student Loan Exit Counseling** session 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."
- Print your counseling confirmation page for your records.
- An electronic message will be sent to the Financial Aid Office once you've completed your counseling.

If you do not have access to the Internet, please call the Office of Financial Aid at 800-561-2606.