



MEMO TO: Class of 2012

FROM: Office of Student Life & Development

DATE: October 2011

RE: Graduating Senior Packet (Senior Salute Information)

Congratulations!!! You are approaching one of the most exciting and momentous days of your life, May 6, 2012, Commencement Sunday. **Senior Salute** is a special event that will be April 2/3, 2012. 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 (exit form)
2. The Office of Financial Aid (exit information)
3. The Bursar Office (Please bring identification)
4. Career Services (Please bring a resume)
5. The Office of Alumni Relations (please bring your first Alumni donation)
6. Special Events
7. Herff Jones
 - a. Rings
 - b. Diploma Frames
 - c. Caps and Gowns

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, pick up Graduation announcements and caps and gowns.

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 2012 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
- 2) The Office of Financial Aid
- 3) The Bursar's Office

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

Please see your class officers for information in reference to class dues, senior trip, t-shirt, etc.:

President- Carlton Wilhoit
Vice President- Kendall Beale
Secretary- Yetunde Olayinka
Treasurer- Natachie Elie

The University's **\$168.00** graduation fee covers costs such as cap & gown, diploma, Commencement, ten graduation announcements, etc. This fee is assessed by the Bursar's office. Don't forget to complete your Graduation Application with the Registrar's Office in person or get the form online at <http://www.lincoln.edu/registrar/GraduationApplication.pdf>.

If you are not planning to receive any items or participate in any Senior activities, you will only be assessed the \$168.00 University fee. This fee is non-negotiable. ***Please keep in mind that the Class Dues and the Graduation Fee are separate charges. You pay the Class Dues directly to your class (if applicable) and the Graduation Fee is added to your student account via the Office of the Bursar.***

1. The Class of 2012 is expected to attend the General Alumni Association Meeting. Further information may be acquired from the Office of Alumni Relations.
2. 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 days in advance in Residence Life, 2nd floor Student Union, ext. 7226. The deadline will be advertised during spring 2012.

3. All graduating seniors are expected to be present for Baccalaureate and Commencement activities on May 6, 2012. Instructions detailing procedures for the day will be provided by the Office of Special Events. 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).

Notice to December '11 Graduates/Commuters/Study Abroad Participants

If you are unable to physically come to campus, please contact the respective offices to coordinate submitting your forms.

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 (submit to Ihsan Mujahid), Exit Interview Information, the Senior Clearance Form (submit to Christine Hilgar), Request for additional Graduation Announcements form (submit to Ihsan Mujahid), and the Personal Data Sheet (submit to Ralph Simpson).

cc: Dr. Dana Flint, University Marshal
Catherine Rutledge, Registrar
Dr. F. Carl Walton, Vice President, Student Affairs
Ihsan Mujahid, Class of 2012 Advisor

2012 Yearbook Reservation Form

Please reserve a copy of the 2012 yearbook for me.

The cost of a yearbook is \$75, and must be paid via cash or money order.

No checks are accepted.

Payment due upon submission of form.

I would like to receive ____ copy/copies of the Class of 2012 Yearbook so that I may cherish my memories at Lincoln University for many years to come.

Name

Signature

Date

Ms. Ihsan Mujahid in Student Life and Development,

Student Union Suite 130, on or before February 3, 2012.

Off campus individuals may mail money order (made out to the Class of 2012) to:

Ihsan Mujahid

Student Life and Development

MSC 63, 1570 Baltimore Pike

Lincoln University, PA 19352

REQUEST FOR GRADUATION ANNOUCEMENTS

(submit to Ihsan Mujahid, Student Life & Development by February 3, 2012)

___ I would like to receive my 10 free announcements ONLY

___ I would like to receive ___ additional announcements
at the cost of \$1.00 per each additional announcement.

**Payment for extra announcements will be made at the
time announcements are picked up during Senior Salute.**

Please return this form to Ihsan Mujahid, Student Life and Development,
Student Union, Suite 130.

Name: _____

Signature: _____

Date: _____

Note:

The Commencement Announcement is just an official notification of your graduation for your personal use, such as sending to family and friends, to announce your graduation.

**Announcements are not required to attend
Commencement.**

Personal Data Sheet

**Please complete and return to the Office of Career Services 240 Dickey Hall
484.365.7102**

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.studenloans.gov
- Click on Exit Counseling under Tool and Resources
- When NSLDS screen comes up, click on Exit Counseling
- Log into the Exit Counseling
- Follow the instructions until the quiz appears

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