MEMORANDUM

TO: Prospective Graduating Students

FROM: Dr. Denise E. Wilbur
Interim Vice President for Academic Affairs

CC: Dr. Robert R. Jennings
President

DATE: March 25, 2014

RE: Schedule of Events for the 2014 Commencement Exercise

Congratulations for coming thus far to the completion of your degree program at Lincoln University; your receipt of this memorandum is a strong indication that you are approaching the finish line. This memorandum comes to you to point out key and important dates that you should be aware of if you hope to graduate this Spring Semester so that you can plan accordingly.

First, Commencement will take place on Friday, May 9, 2014 at 9:00 a.m. in the Stadium. The line of march will start promptly at 8:30 a.m., so all graduates are to be in line by 8:00 a.m. Only those students who have been cleared by the Office of the Bursar will be allowed to graduate. No bills will be settled after Friday, April 25, 2014. It is imperative that you have a zero balance by April 25 which will give us adequate time to print the Commencement Programs. Only students with a zero balance will be allowed to march as per University policy. NO EXCEPTIONS!

Second, it is mandatory that all students participating in Graduation attend rehearsal. If you do not attend the rehearsal, you will not be allowed to march in the Commencement. Tickets for the Graduation will be distributed to the graduating class at the rehearsal and will not be available at any other time. Only students cleared by the Office of the Bursar will be permitted to pick up tickets with Photo ID. NO EXCEPTIONS! The Rehearsal will be held at the Stadium on Saturday, April 26, 2014 at 10:00 a.m. It is anticipated that the Rehearsal will take two-hours. President Jennings will be hosting a picnic for the graduates at the International Cultural Center following the rehearsal.

Third, all graduates are to attend the Baccalaureate Service to be held on Thursday, May 8, 2014. This is a cap and gown service with a speaker. This service will start promptly at 6:00 p.m. However, the line of march will form at 5:30 p.m. This service will be held in the International Cultural Center Auditorium. It is expected that the service will last an hour and half.
Fourth, all diplomas will be available 45 minutes following the Commencement. Graduates will be able to retrieve their diplomas from the following sites:

- **Arts, Humanities & Social Science Graduates** – Grim Hall 200
- **Professional, Graduate & Extended Studies Graduates** – Ware Center Theater (Bachelor degree candidates); Manuel Rivero Hall 115 (Master degree candidates)
- **Sciences & Technology Graduates** – Nelson Science Building, Lobby

As you know, the Commencement will be held outside. In this regard, we are requesting that ladies wear white or light colored dresses under their robes to remain cool. Men should wear a shirt and tie but leave off their jacket. Additionally, since the grounds must be protected, please wear low or flat shoes to help us protect the field.

Thank you. Your cooperation is greatly appreciated.