MEMO TO: Class of 2013
FROM: Office of Student Life & Development
DATE: November 2012
RE: Graduating Senior Packet (Senior Salute Information)

Congratulations!!! You are approaching one of the most exciting and momentous days of your life, Commencement on May 10, 2013, Commencement. Senior Salute is a special event that will be April 8/9, 2013. 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 work load 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. The Office of the Registrar (Please bring identification)
5. Career Services (Please bring a resume)
6. The Office of Alumni Relations (please bring your first Alumni donation)
7. Special Events
8. 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 2013 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
4) The Office of the Registrar

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

Please see your class officers for additional information:

President- Darah Doubt-Swinton
Vice President-Khrystal Whitlock
Secretary- Alileah Alexander

Class fees, not associated with the University are:

Class Dues: $35 (Includes t-shirt/alumni donation, etc. Pay to officers)
Yearbook: $75 (Pay to Ihsan Mujahid in Student Life & Development, cash or money order made out to Lincoln University Class of 2013 ONLY, NO CHECKS)
Senior Week: TBA. See a class officer

University Fee (applied to your account by the BURSAR’s Office):

The University’s $178.00 graduation fee covers costs such as cap & gown, diploma, Commencement, 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. 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 2013 is expected to attend the General Alumni Association Meeting. Further information may be acquired from the Office of Alumni Relations.

2. All graduating seniors are expected to attend Commencement Rehearsal on May 7, 2013 11am in the International Cultural Center. 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 ‘12 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
      Dr. Derrick Swinton, Class of 2013 Advisor
2013 Yearbook Reservation Form

Please reserve a copy of the 2013 yearbook for me.

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

No checks are accepted.

Payment due upon submission of form.

I would like to receive ____ copy/copies of the Class of 2013 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, 2013.

Off campus individuals may mail money orders (made out to the Class of 2013) to:

Ihsan Mujahid
Student Life and Development
MSC 63, 1570 Baltimore Pike
Lincoln University, PA 19352
REQUEST FOR GRADUATION ANNOUNCEMENTS
(submit to Ihsan Mujahid, Student Life & Development by February 3, 2013)

___ 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, April 8th/9th 2013 (cash ONLY).

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.**
Name: _________________________________________________________________

Please Print

Social Security Number: ___________________________________________________

Cell Phone # _______________________________________________________________

Home Address: __________________________________________________________________________________________

City, State, Zip Code: ______________________________________________________________________________________

Major: ______________________________________________________________________________________________

List two (2) faculty members or administrators who will provide references for you.

(1.) __________________________________   __________________________________
    Professor or Administrator       Department

(2.) __________________________________   __________________________________
    Professor or Administrator       Department

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

(1.) __________________________________   (3.) __________________________________
(2.) __________________________________   (4.) __________________________________
(5.) __________________________________   (6.) __________________________________

What are your plans upon graduation from the University?

______________________________________________________________________________________________

______________________________________________________________________________________________

What is your expected date of graduation? ________________________________________________________________________

Please Return This Form To:
Christine Hilgar, Student Affairs
127 Wellness Center, 484.365.7222 or fax to 484.365.8119
Personal Data Sheet

Please complete and return to the Office of Career Services 316 Wright Hall
484.365.7102 or fax to 484.365.8097

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 the Office of 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 the Federal Direct Loan exit counseling.

- Go to www.studentloans.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.