MEMO TO: Class of 2014

FROM: Office of Student Life & Development

DATE: December 2013

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 9, 2014, Commencement. Senior Salute is a special event that will be April 7/8, 2014. 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. 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 2014 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:

1570 Baltimore Pike, P.O. Box 179, Lincoln University, PA 19352
www.lincoln.edu
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 additional information:

President- Charish Anderson

Class fees, not associated with the University are:

Class Dues: $150 (Includes t-shirt, stole, class poster, and Senior Week activities)

Senior Week: TBA. See your Class President.

University Fee (applied to your account by the BURSAR’s Office):
The University’s $182.00 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 and the Graduation Fee is added to your student account via the Office of the Bursar.

1. The Class of 2014 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 April 26, 2014 10am in the football stadium. Instructions detailing procedures for the day will be provided by the Office of Special Events. This rehearsal is MANDATORY 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 ’13 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  
    Tiphane Purnell, Class of 2014 Advisor
2014 Yearbook Reservation Form

Please reserve ______ copy/copies of the 2014 yearbook for me at $75 each.

#_____ of yearbooks X $75 = ________

Yearbooks are $75 each. Once you submit your reservation, you authorize The Lincoln University to charge your student account for the cost of the number of reserved yearbooks. Yearbooks are ordered and paid for in advance. There are no refunds.

________________________  ___________________   ____________
Print Name                   Signature                          Date

Ms. Ihsan Mujahid in Student Life and Development, Student Union Suite 130, on or before February 17, 2014. Off campus individuals may send forms 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 17, 2014)

___ 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 7th/8th 2014
   (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.
SENIOR CLEARANCE FORM
For the Office of Student Affairs

Name: ________________________________________________________________

Please Print
Student ID 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 Sign In under Manage My Direct Loan
- Enter your SS#, First Two Characters of Last Name, Date of Birth and your U.S. Department of Education PIN
- Click on Complete Counseling
- Click on Start under Exit Counseling
- Complete all required pages until you receive a confirmation of completion

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