

MEMO TO: Class of 2016

FROM: Office of Student Life & Development

DATE: October 2015

RE: Graduating Senior Packet

Congratulations!!! You are approaching one of the most exciting and momentous days of your life, Commencement on May 13, 2016. **Senior Salute** is a special event that will be April 11/12, 2016. 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.

During Senior Salute, the following departments will participate:

1. Student Affairs & Enrollment Management (exit form)
2. Student Life & Development (commencement announcements)
3. The Office of Financial Aid (exit information)
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. Special Events (commencement day photo card, invitation information)
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 2015 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 additional information:

**President- Tamika Arnold**

**Tamika.Arnold@lincoln.edu**

**Class fees, not associated with the University are:**

**Class Dues: See class President/Executive Board**

**Senior Week: See class President/Executive Board**

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

The University's **\$191.00** graduation fee covers costs such as cap & gown, diploma, Commencement, etc. This fee is assessed by the Bursar's office and 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 2016 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 30, 2016 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 '15 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 Undergraduate Graduation Application (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. Juliana Mosley, Vice President, Student Affairs  
Joanna Martin, Class of 2016 Advisor

**Office of the Registrar**  
PO Box 179, Lincoln University, PA 19352  
(484) 365-8087 (484) 365-8116 Fax  
Lincoln Hall, First Floor



**GRADUATION  
APPLICATION  
UNDERGRADUATE**

06/16/14

**LAST NAME** **FIRST NAME** **INITIAL** **Student ID#**

**Mailing address for Diploma:**

**Telephone:**

1. Application for Graduation: (check one) ☐ May ☐ August ☐ December Year: \_\_\_\_\_  
(The University confers degrees on the second Friday in May (Commencement Exercises) August 15th and December 18th of each year.)

2. Hometown (Commencement Program only)

Town: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

3. How do you want your name printed on the Diploma?

NOTE: **You must use your legal name.** You may specify what to abbreviate, spell-out, or hyphenate.

4. ☐ BA Bachelor of Arts ☐ BS Bachelor of Science  
(Please note: to earn a BA, you must complete the Intermediate II level of a foreign language.)

5. Departmental Certifications to verify student is a candidate in the major(s) and/or minor(s) listed.  
(Departments will certify completion of requirements prior to graduation.)

MAJOR #1

Department Chair's Signature

MAJOR #2

Department Chair's Signature

MINOR #1

Department Chair's Signature

MINOR #2

Department Chair's Signature

**The Graduation Fee will be charged to your student account. Please contact the Office of the Bursar for exact fees.**

Student's Signature

Date

Candidates for **May** Graduation:

In order to process your application for graduation, your application must be received by **November 15<sup>th</sup>**.

Candidates for **August** Graduation:

In order to process your application for graduation, your application must be received by **April 1<sup>st</sup>**.

Candidates for **December** Graduation:

In order to process your application for graduation, your application must be received by **October 1<sup>st</sup>**.

**SUBMIT THIS FORM TO THE REGISTRAR'S OFFICE**

# 2016 Yearbook Reservation Form

Please reserve \_\_\_\_\_ copy/copies of the 2016 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.

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*Print Name*

*Signature*

*Date*

Miss Ihsan Mujahid in Student Life and Development,  
Student Union Suite 130, on or before February 12, 2016.

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 ANNOUCEMENTS

(submit to Ihsan Mujahid, Student Life & Development by February 12, 2016)

\_\_\_ I do not want any additional announcements

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

**Payment for extra announcements will be made during Senior Salute  
on April 11<sup>th</sup>/12<sup>th</sup> 2016 (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. They are simply to announce to  
family and friends that you are graduating.**

# **SENIOR CLEARANCE FORM**

For the Office of Student Affairs

***Please Return This Form To:***

***Christine Hilgar, Student Affairs***

***127 Wellness Center, 484.365.7222 or fax to 484.365.8119***

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? \_\_\_\_\_

# 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 e-mail a resume ([rsimpson@lincoln.edu](mailto:rsimpson@lincoln.edu), Word document)!

Name: \_\_\_\_\_ U.S. Citizen? Yes \_\_\_\_\_ No (Visa Type) \_\_\_\_\_

Major: \_\_\_\_\_ Minor \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Home/Permanent Address: (Street) \_\_\_\_\_

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)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

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

If so, which schools have accepted you?

Which one have you decided to attend?

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?

Who has made you an offer?

Which offer have you accepted?

3. **How many times have you visited the Office of Career Services?**

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 – 4 \_\_\_\_\_ 5-10 \_\_\_\_\_ 10 or more \_\_\_\_\_

4. **How many times have you met with the Director (*Mr. Simpson*) and / or attended workshops on Interviewing, Resume Building, Dining Etiquette, or Career Fair Preparation run by this office?**

0 \_\_\_\_\_ 1 \_\_\_\_\_ 2 – 4 \_\_\_\_\_ 5-10 \_\_\_\_\_ 10 or more \_\_\_\_\_

5. **COMMENTS** (Optional):

## **How to Complete Your Exit Counseling 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](http://www.studentloans.gov)
- Click on “Login In”.
- Sign in using your username and password, if a FSA ID has already been created. If you do not have a verified FSA ID, click on “Create an FSA ID”.
- Click on “Complete Counseling”.
- Click on “Start Exit Counseling”, located under Exit Counseling.
- Select Lincoln University under “Select Schools to Notify”.
- 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.**