April 19, 2013

Dear Graduate,

Saint Leo University’s faculty and staff congratulate you on your achievement and look forward to seeing you at graduation.

The graduation ceremony is being held Saturday, May 18th, and starts promptly at **10:00 A.M.** at the Hampton University Convocation Center. You will find the directions to the Center included in this letter.

Graduation rehearsal will be held on Friday, May 17th **starting** at 10:00 AM at the Convocation Center. Your attendance at the rehearsal is important and will make the graduation ceremony go smoothly. The events that will occur during the ceremony will be explained and the correct pronunciation of your name can be verified.

A Baccalaureate Mass of Recognition for the Saint Leo University graduates will be held on May 12th at **11:00 AM** at the Church of the Holy Family, 1279 N. Great Neck, Virginia Beach, VA 23454. This is a great tradition and we encourage you to attend. All graduates, their family and friends are invited. Please contact Gwen Mikeals ([gwen.mikeals@saintleo.edu](mailto:gwen.mikeals@saintleo.edu)) by May 8th, if you are planning to attend.

We have included a brief description of the ceremony as well as some important information to assist you with planning for your graduation. Remember that heavy traffic is a real possibility. Please plan accordingly. Give yourself plenty of time to be at the Hampton University Convocation Center no later than **8:30 AM** on May 18th. It is important to be **on time**.

**Also to participate in the ceremony, your account balances must be paid in full for terms prior to Summer I 2013, unless a payment agreement has been made. We will be checking balances starting May 6th.**

If you need any further assistance, please feel free to contact your center graduation coordinator. All contact information will be listed on the last page.

Sincerely,

Your Graduation Committee
Zachary Collier, Robert Haberman, Doris McCrae, Dia Melton, Gwen Mikeals, Mark Morgan, Pauline Riddick, Duane Stephens, Robin Thompson & Cassandra Williams
PROCEDURES FOR ASSEMBLING GRADUATES, ENTERING, RECEIVING DEGREES AND EXITING THE CONVOCATION CENTER

Assembling the Graduates
As you come through the main entrance to the Center, graduates will go to the left for robing and assembly (guests are not permitted in the assembly area). Family and friends should proceed into the Center and up the stairs and be seated on the second floor level. No later than 9:00 AM, graduates must be fully robed and in line alphabetically starting with MA/MS graduates, BA/BS graduates and then AA graduates. Getting in the proper position will take some time, so you should be inside the Center no later than 8:30 AM. Each graduate will be given a card with his or her name on it. Graduates are cautioned not to leave any valuables in the assembly area, as there will be no security. Neither Saint Leo University nor Hampton University will be responsible for loss of property.

Entering the Auditorium
At exactly 10:00 AM the participants will enter the auditorium. First the Master graduates, then the BA graduates, followed by BS graduates, AA graduates, faculty and finally the stage party. Proceed to respective seating and remain standing for the Invocation and the National Anthem. Gentlemen, please remove caps. Upon completion, the assemblage will be seated for the remarks and presentations.

Receiving the Degree
Each graduate will be given a name card to hand to the announcer. As name is called, graduate will proceed onto the stage, receive a diploma cover and shake hands with University officials. Masters degrees will be awarded first. Graduates will be requested to stand and then directed to enter the stage. Masters graduates will then return to seats and remain standing. BA graduates will then be asked to stand. Masters graduates will be seated when BA graduates are asked to stand. BS graduates will follow the above procedure, followed by the AA graduates. Finally, all graduates will be asked to stand and when directed will move tassel from right to left, in unison.

Exiting the Auditorium. Stage Party will exit first, followed by the faculty, MA/MS, BA/BS and AA graduates. Quickly move past the doors of the auditorium to the hallway. Exit through the outside doors as far as you can to allow the rest of the graduates to exit. PLEASE do not stop to greet your family and friends until you are well outside the building.

GENERAL INFORMATION

Photographers. There will be several opportunities for photographs for the graduates. The first of the events will be ‘Grad Night” planned around the area with photographers available (more information to follow from you center) prior to the ceremony weekend. A photographer will be at the rehearsal and prior to the ceremony taking portraits and for that special memento there will be one taking “across the stage” photos ( see flyers attached).

Cap & Gown Orders and Announcements. You can order your graduation needs online at www.jostens.com. Please remember that Bachelor regalia consist of black gown, cap and tassel. Associates regalia consist of gray gown, cap and black tassel. Cap and Gowns should be ordered no later than April 25th. Please do not delay. Masters regalia (black cap, gown, tassel and hood) will be provided by campus and will be mailed out by the end of April if your account balance is at zero.
Graduation with Honors. The GPA used to determine honors for the May graduation ceremony included grades through Spring I Term, 2013. It may not reflect the final GPA for your degree. Honors are not awarded for the AA degree. Tassels will be available for pick-up at the rehearsal or at the graduation ceremony.

Conferral Dates. The conferral dates for the MA/MS, BA/BS and AA degrees have been established as the day after the end of the term following the completion of all of the degree requirements.

Diplomas cannot be released until after the appropriate conferral date. The process of completing the application, performing an audit to ascertain the satisfactory completion of degree requirements, conferral, printing, mail time, etc., can take from 4 to 6 weeks. If confirmation of the award of a degree is required before arrival of the diploma, the University can document degree completion with a letter. Any Academic Advisor can provide you assistance.

Information for your guests
Please ask your guests to help us celebrate the 40th Anniversary of Saint Leo University educating the military by wearing red, white or blue attire to the graduation ceremony.

Please advise your guests. NO BALLOONS WILL BE PERMITTED IN THE HAMPTON CONVOCATION BUILDING. NO EXCEPTIONS!

All regular seating is located on the second floor. Please plan accordingly. Strollers and equipment are not easily accommodated in the facility.

Handicap seating is very, very limited. Only one additional guest (regardless of the age) will be allowed seating with the handicap guest.

DIRECTIONS for HAMPTON CONVOCATION CENTER

From I-64 East, use Exit 267. At end of ramp, cross Settler’s Landing Road onto Tyler, turn left on Emancipation Drive. Parking is two blocks ahead on the right.
From I-64 West, use Exit 267. At end of ramp, turn left (under I-64); turn left on Tyler, left on Emancipation Drive. Parking is two blocks ahead on the right.

If you have any questions please contact you center.

Ft. Eustis Office  757-887-1166  Ft. Lee Office  804-861-9634
Langley Office  757-766-1812  Newport News  757-249-0390
South Hampton Roads/Chesapeake/San Diego  757-464-6449
Beginning Wednesday, May 22
you can view your Diploma Photo.
Order and purchase information will be
provided on the website. Simply log onto:

www.photoimpressionsva.com

This will bring up a directory from which
you can choose: St. Leo Graduation.
Follow the ordering instructions online
for size and quantity purchase information.

PHOTO IMPRESSIONS  (757)463-3173  photoimpressions@cox.net
**Diverse Images Photography**
Shirley M. Whitenack, Photographer, FP
Richard E. St. Peter, Photographer, FP
(757) 238-8121

St. Leo University * Graduation Portraits
Graduation Day, Saturday, May 18, 2013
Hampton University Convocation Center Blue Room
TIME: 8:15am – 9:45am

Collection A - - - - - - $68.00*
2 - 8x10
6 - 5x7
8 – wallets

Collection B - - - - - - $46.00
1 - 8x10
2 - 5x7
8 - wallets

Collection C - - - - - - $35.00
2 - 5x7
8 - wallets

Collection D- - - - - - $23.00
2 - 5x7

Add-on to any package:

1 – 8x10 $ 15.00
2 – 5x7 $ 15.00
8 – wallets $ 15.00
Retouching - Basic $ 10.00
1 – CD with photo release $ 15.00

All prices include 5% VA Sales Tax and $4.00 Postage & Handling.

*All orders of $50.00 or more will be entered into a drawing for a Free 8x10.

**PAYMENT:** Cash or Check only
Please make checks payable to: Shirley M. Whitenack.

DELIVERY: Photographs will be delivered to the address given by June 7, 2013.

Member of Virginia Professional Photographers Association
Member of Southeastern Professional Photographers Association