February 23, 2015

Dear Graduate,

Congratulations on your graduation. The Saint Leo University faculty and staff hope to make the graduation ceremony on the 16th of May a memorable occasion for you, your family, and your friends.

GRADUATION:  
Date: Saturday, May 16, 2015  
Time: 10:00 AM  
Location: Hampton University Convocation Center, Hampton, VA  
Dress: Cap, gown and tassels for graduates; appropriate civilian/military attire for guests

REHEARSAL:  
Date: Friday, May 15, 2015  
Time: 10:00 AM  
Location: Hampton University Convocation Center

BACCALUREATE MASS:  
Date: Sunday May 10, 2015  
Time: 11:00 AM  
Location: Church of the Holy Family  
1279 N. Great Neck Rd.  
Virginia Beach, VA 23454-2117

The following will help you plan for the graduation ceremony.

1. Please **complete the online graduation participation form** to let us know that you are interested in participating in the ceremony. Click here for the graduation participation form: [Graduation Survey 2015](#). The submission deadline is **March 24th**. Please only complete the survey once.

2. **The University will be providing regalia for the Masters graduates.** AA candidates will wear a light gray mortarboard and gown with a black tassel; BA and BS will wear a black mortarboard, gown, and a black tassel. **Masters students will wear a black mortarboard, gown, a black tassel, and hood with degree color.**
3. **Only** students who complete the participation survey indicating their intent to participate in the graduation ceremony will receive a letter at the end of April with additional information. This document is also used as a tool to create the commencement program. If you think you **may** participate, please complete the survey. The program list will be posted on each of the Virginia Center’s home page of Saint Leo University (www.saintleo.edu) from March 30th through April 3rd for your review. Please contact Gwen Mikeals at gwen.mikeals@saintleo.edu with any errors no later than the morning of April 6th.

4. Graduation announcements and class rings will be available through Jostens. Please see the enclosed flyers for ring event dates in your area. Graduation announcements can be ordered at the ring events or through Jostens’ web site at www.jostens.com. *The announcements are not required for attendance at the graduation ceremony; they are for notification of friends and family to join you on this special day.*

If you need any further assistance, please feel free to call your center graduation coordinator. Center coordinators are:

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Email</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Haberman</td>
<td><a href="mailto:robert.haberman@saintleo.edu">robert.haberman@saintleo.edu</a></td>
<td>Langley Office</td>
<td>757-766-1812</td>
</tr>
<tr>
<td>Doris McRae</td>
<td><a href="mailto:doris.mcrae@saintleo.edu">doris.mcrae@saintleo.edu</a></td>
<td>Ft. Eustis</td>
<td>757-887-1166</td>
</tr>
<tr>
<td>Dia Melton</td>
<td><a href="mailto:dia.melton@saintleo.edu">dia.melton@saintleo.edu</a></td>
<td>Ft. Lee</td>
<td>804-861-9634</td>
</tr>
<tr>
<td>Gwen Mikeals</td>
<td><a href="mailto:gwen.mikeals@saintleo.edu">gwen.mikeals@saintleo.edu</a></td>
<td>South Hampton Roads</td>
<td>757-464-6449</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chesapeake, San Diego</td>
<td></td>
</tr>
</tbody>
</table>

Sincerely,

Susan Paulson

Susan Paulson
Assistant Vice President for Continuing Education
Saint Leo University
Important Information to Remember for the Graduation Ceremony

**Participation requirements:** All degree requirements must be completed by the end of Summer II this year in order to participate in the ceremony for this academic year.

**Balance Due:**
In accordance with Saint Leo University policy, any student who has an outstanding balance (excluding the summer terms) to the University will not be able to participate in the graduation ceremony. If you owe money to the University, please contact your local center and make arrangements to settle your financial obligation. Your cooperation in this matter is greatly appreciated.

**Diplomas:**
At the graduation ceremony you will be given a certificate of congratulations, **not** a diploma. When your diploma arrives from the University to your Center, it will be mailed to your home. After completion of your degree requirements, the graduation process (audits, degree conferral, degree posting, and printing diploma) takes between **four to six** weeks to complete.

**Transcripts:**
A transcript is sent with your diploma free of charge. If you desire an official transcript, go to the eLion section of my.saintleo.edu portal and click on the transcript request link. You are also able to print a request form from the Saint Leo website (www.saintleo.edu) by typing in “transcript request” to the *find it fast* box at the top of the webpage. This will lead you to the link for the form. Official transcript fee is $7.00 per copy.

**Handicapped Guests:**
Space is very limited for handicapped guests. The area is restricted to handicapped guests using wheeled aids and one additional guest. All others will be directed to the elevator to the regular seating area. Please ask your guests to plan accordingly. Those guests arriving late will not be accommodated.
Congratulations Graduate!

On behalf of Saint Leo University we would like to commend you on your accomplishment. We wanted to take this opportunity to give you some information that will assist you in preparing for the big event on May 16, 2015. Saint Leo students order their graduation regalia directly from Jostens.

**Order Your Saint Leo University Class Ring on these dates and wear it to Commencement!!**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 30th</td>
<td>Fort Lee</td>
<td>11:00-3:00</td>
</tr>
<tr>
<td>March 31st</td>
<td>Chesapeake Center</td>
<td>11:00-3:00</td>
</tr>
<tr>
<td>April 1st</td>
<td>Newport News Office</td>
<td>11:00-3:00</td>
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</tbody>
</table>

**Special Ring Prices – Limited Time – ONLY at Events**

Order your class ring on these dates and get a ring box and the 10 year Extended Ring Protection Plan for one great price.

Provides additional 6 years to an automatic 4 year protection plan for a total of 10 years. For more information, visit Jostens.com/warranty.

*Class rings may also be ordered by calling 800-854-7464 or online at [www.college.jostens.com](http://www.college.jostens.com), however prices will be lower at the on-campus event.*

**NOTE: These sale prices only on these dates**

**Personalized Graduation Announcements**
Graduation is an important time in the lives of your family and friends, as well as in yours! Announce your Achievement with Personalized Graduation Announcements – Include your Name, Degree, Major and any Minors, Second Majors or Honors!

<table>
<thead>
<tr>
<th>Basic Package</th>
<th>$89.05</th>
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</table>
| 25 Personalized Announcements
25 Custom St. Leo Notecards
25 Custom St. Leo Envelope Seals
30 Custom St. Leo Return Address Labels

<table>
<thead>
<tr>
<th>Essential Package</th>
<th>$109.10</th>
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</table>
| 25 Personalized Announcements
25 Custom St. Leo Notecards
25 Custom St. Leo Envelope Seals
30 Custom St. Leo Return Address Labels
1 Certificate of Appreciation (with Presentation Cover)
25 FREE Tissue Inserts

<table>
<thead>
<tr>
<th>Deluxe Package</th>
<th>$231.65</th>
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</table>
| 25 Personalized Announcements
25 Custom St. Leo Notecards
25 Custom St. Leo Envelope Seals
30 Custom St. Leo Return Address Labels
1 Diploma Frame with Foil-Stamped seal
1 Certificate of Appreciation (with Presentation Cover)
25 FREE Tissue Inserts

<table>
<thead>
<tr>
<th>A la Carte Items</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalized Announcements (package of 25)</td>
<td>$52.55</td>
</tr>
<tr>
<td>Custom St. Leo Seal Notecards (package of 25)</td>
<td>$15.85</td>
</tr>
<tr>
<td>Tissue Inserts (package of 25)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Return Address Labels (sheet of 30)</td>
<td>$10.95</td>
</tr>
</tbody>
</table>

| Certificate of Appreciation w/ Presentation Cover | $21.80 |
| Certificate of Appreciation w/o Presentation Cover | $15.75 |
| Diploma Frame with Foil-Stamped seal | $128.00 |
| Souvenir Tassel in St. Leo colors | $8.00 |