

April 23, 2009

Dear Graduate,

The faculty and staff of the South Hampton Roads Center, Saint Leo University congratulates you on your achievement and look forward to seeing you at graduation.

Please plan on attending the graduation ceremony on Saturday, May 16th, **11:00 A.M.** at the Hampton University, Convocation Center. Directions are enclosed.

The graduation rehearsal will be held on Thursday, May 14th 11:00 AM at the Convocation Center. Your attendance at the rehearsal will make the graduation ceremony much smoother. 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 10th at 12:15 PM at the Naval Amphibious Base, Little Creek Chapel. All graduates, their friends and family are invited. Civilians needing base access must provide their information to the Saint Leo Little Creek office (464-6449) before noon on May 7th to enter the base for the mass.

A graduation reception will be held Thursday, May 14<sup>th</sup>, 6:30 to 8:30 P.M. at the Naval Amphibious Base Officers' Club. **Business attire is expected.**

I have enclosed a brief description of the ceremony as well as some important information about your graduation and the activities that weekend. Please remember, heavy traffic is a real possibility so plan accordingly. Give yourself plenty of time to be at the Hampton University Convocation Center no later than **9:30 AM** on the 16th. It is important to be **on time.**

If you need any further assistance, please feel free to call me at 464-6449, email me at [gwen.mikeals@saintleo.edu](mailto:gwen.mikeals@saintleo.edu) or stop by the office.

Sincerely,

*Gwen Mikeals*

Graduation Coordinator

## **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. Family and friends should proceed into the Center and up the stairs and be seated on the second floor level. No later than 10:30 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 9:30 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 11:00 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 outside to allow the guests to exit. **PLEASE** do not stop to greet you family and friends until you are outside the building.

## **GENERAL INFORMATION**

**Photographers.** Photographers will be on hand for portraits at the reception as well as the ceremony. There will also be a photographer taking "across the stage" pictures. See attached flyers.

**NO BALLOONS WILL BE PERMITTED IN THE HAMPTON CONVOCATION BUILDING. PLEASE ADVISE YOUR GUESTS. No exceptions!**

**Cap & Gown Orders and Announcements.** You can order your graduation needs online at [www.jostens.com](http://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.

**Reception.** The reception will be held May 14th, 6:30-8:30 PM at the NAB Officers' Club located on "D" street. A graduate list will be at the door. **One adult guest will be permitted with each graduate (No children please).**

**Graduation with Honors.** The GPA used to determine honors for the June graduation ceremony included grades through **Spring I Term, 2009**. 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 graduation reception, the rehearsal or at the graduation ceremony.

**Conferral Dates.** . The conferral dates for the MA/MS, BA/BS and AA degree 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 of satisfaction 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.

#### **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.

#### **DIRECTIONS for Graduate Reception NAB Officers' Club**

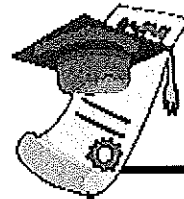
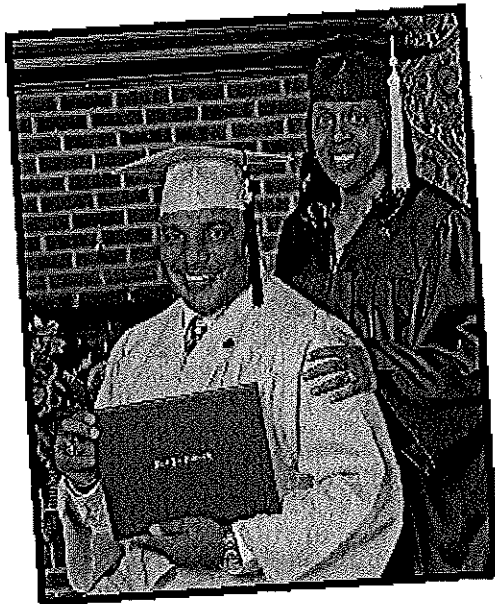
Civilians without decals or government Id's must enter through Gate 3.

**You and your guest must register with Hollie Jack to get a pass.** Full names, social security numbers, license plate numbers and make of car will be needed. Deadline for the pass list is **May 12<sup>th</sup>**. There will be no exceptions. Hollie can be reached at 464-6449 ext. 239 or by email at [hollie.jack@saintleo.edu](mailto:hollie.jack@saintleo.edu).

**From Gate 3:** Proceed through the gate until you reach Gator Blvd. Turn to the Right. Follow Gator Boulevard until you reach the first stop light; turn to left onto "D" street. Follow "D" until it ends. The Officers Club will be on the left.

# Graduation Photos

As you reach your academic goal of Graduation and receive your diploma, you may wish that you had a photograph to remember the celebration.



*Professional portraits will be available from PHOTO IMPRESSIONS before, during and after the Graduation Reception held on Thursday, May 14 at the Officer's Club at Little Creek Amphibious Base. The portraits will be taken of you in your cap & gown or any attire that you wish. For a nominal fee, you may invite family, friends or classmates to be in the portrait with you.*

## Portrait Package

(1-8x10, 2-5x7, 8 wallets)  
\$41.00 (+ S&H)

## 8x10 Portrait ONLY

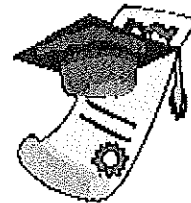
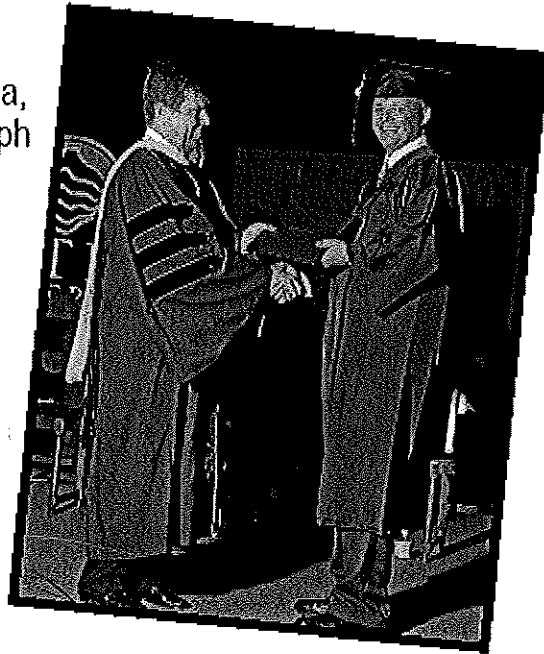
\$23.00 (+ S&H)

*Payment for Portrait Packages is required at the time of order by cash or check ONLY. We apologize, but credit cards are not accepted. Satisfaction is always guaranteed.*

PHOTO IMPRESSIONS • 801 Coverdale Lane, Virginia Beach, Virginia 23452 • (757)463-3173 • [photoimpressions@cox.net](mailto:photoimpressions@cox.net)

# Diploma Photos

As you reach your academic goal of Graduation and receive your diploma, you may wish that you had a photograph to remember the celebration.



*On Graduation Day, at The Hampton University Convocation Center, PHOTO IMPRESSIONS will be on hand to photograph you as you receive your diploma on stage.*

*Beginning Wednesday, May 20, you will be able to view your photograph online and decide whether or not you wish to purchase it.*

*Order and purchase information will be provided on the website. Simply log onto:*

***www.atlantisphoto.com and enter the Event Name: st***

*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.*

***Satisfaction is always guaranteed.***

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