

February 11, 2009

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, 2009
Time: 11:00 AM
Location: Hampton University Convocation Center,
Hampton, VA
Dress: Cap, gown and tassels for graduates;
appropriate civilian/military attire for guests

REHEARSAL: **Date:** Thursday
May 14, 2009
Time: 11:00 AM
Location: Hampton University Convocation Center

RECEPTION: **Date:** Thursday, May 14, 2009
Time: 6:30PM - 8:30 PM
Location: See reception section below for your center's location

The following will help you plan for the graduation ceremony.

1. Jostens will be the vendor for the caps and gowns for the Bachelor and Associate degree candidates. **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/BS and MBA candidates will wear a black mortarboard, gown and a black tassel. All orders will be shipped to the address that you provide. You should order your regalia **NO LATER than April 27th** to ensure delivery in time for the ceremony. More information is listed in the following pages.

2. **Only** students who return the enclosed participation form indicating their intent to participate in the graduation ceremony will receive a letter in April with additional information. This document is also used as a tool to construct the commencement program. If you think you **may** participate, please return the form. The program list will be on a link “*2009 Commencement Information*” posted at the bottom of each Virginia location home page of www.saintleo.edu from March 30th until April 6th for you to review. Please contact Gwen Mikeals at gwen.mikeals@saintleo.edu with any errors no later than the morning of April 7th.
3. Graduation announcements and class rings will be available through Jostens this year. 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:

Gwen Mikeals – **South Hampton Roads Center** –

gwen.mikeals@saintleo.edu - 464-6449

Robert Haberman- **Langley Center** – robert.haberman@saintleo.edu -766-1812

Doris McRae -**Fort Eustis Center** – doris.mcrae@saintleo.edu. – 887-1166

Dia Melton – **Fort Lee Center**- dia.melton@saintleo.edu - 804-861-9634

Sincerely,

Susan Paulson

Susan Paulson

Assistant Vice President for Continuing Education

Saint Leo University

Important Information to Remember

Balance Due:

In accordance with Saint Leo University policy, any student who has an outstanding balance to the University will not be able to participate in the graduation ceremony (excluding the summer term). 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 will be greatly appreciated.

Diplomas: At the graduation ceremony you will be given a certificate of congratulations, **not** a diploma. 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. When your diploma arrives from the University to your Center, it will be mailed to your home. Please verify that your contact information is correct in Elion.

Transcripts: - An Official transcript is now sent with your diploma free of charge. If you desire additional copies, forms are available at any Saint Leo University office. You may also acquire a printable copy from the Saint Leo website (www.saintleo.edu) by going to the FAQ section for a link to the form.
- Official transcript fee is \$5.00 per copy

Reception information

The Graduation Reception will be held at Naval Amphibious Base Officers Club, Little Creek, Norfolk, VA.

Date: Thursday, **May 14, 2009**

Time: 6:30 p.m. to 8:30 p.m.

Menu: Heavy hors d'oeuvres

Dress: Men: Coat and tie

Women: Sunday dress

Graduates will be allowed to bring only **one adult guest**. A list of graduates will be maintained at the door.

NOTE: Please indicate on the participation form if you will be attending.

St. Leo University Class of 2009 Graduates

Congratulations Graduate!

On behalf of St. 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. St. Leo students order their graduation regalia directly from Jostens.

Order your Cap & Gown Online and Jostens Ships Directly to Your Home

All you need to place your order is your height, weight, and the type of degree you are receiving.

The price of your regalia is as follows – including \$11.95 shipping.
Sales tax for the state you are shipping to will be added when you place your order.

Associate regalia (cap, gown, tassel) is \$30.20

Bachelor regalia (cap, gown, tassel) is \$30.20

Visit the St. Leo pages for your locations at www.jostens.com/college or call 1-800-854-7464.

Please note: No web orders will be accepted after April 27, 2009 without incurring additional Express shipping fees of \$10.00.

Order Your St. Leo University Class Ring on These Dates and Wear It To Your Graduation!!

Mar 30 th	Little Creek Amphib. Base
Mar 31 st	Langley Center
April 1 st	Ft. Eustis
April 2 nd	NAS Norfolk
April 9 th	Ft. Lee

10 am- 2 pm daily

Special Ring Prices – Limited Time Only!

ANY style – SAME price	Mens	Womens	
White Lustrium®***	\$259	\$259	(reg. up to \$296)
Silver Elite®	\$399	\$359	(reg. up to \$517)
10 K white or yellow gold	\$499	\$429	(reg. up to \$547)
14 K white or yellow gold	\$599	\$499	(reg. up to \$775)
18 K white or yellow gold	\$719	\$599	(reg. up to \$1126)

***** Selected Lustrium® rings at \$149 for a limited time only – see them at the event!!**

Our popular payment plan allows you to wear your ring while you pay in 4 monthly installments, interest free, with any major credit card. Class rings may also be ordered by calling 800-854-7464 or online at www.jostens.com/college. NOTE: Sale prices only on these dates and one week after.





Saint Leo University

Class of 2009

Graduation Accommodations Package

Special Group Accommodations & Rates for Graduation 2009

At

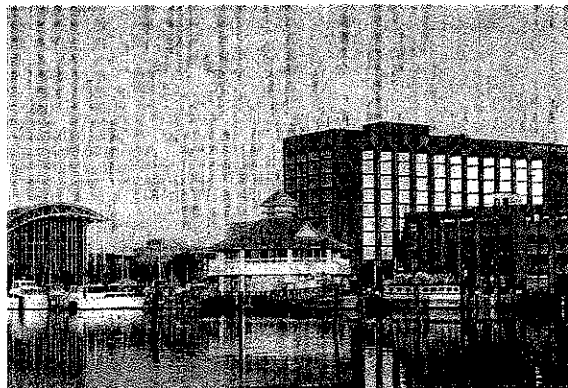
**Crowne Plaza Hampton Marina
700 Settlers Landing Road
Hampton, VA 23669**

**Reservations: (866)727-9990, toll free
Or
www.crowneplaza.com/hamptonva**

Group Code: SLU

Room	Single Rate	Double Rate
Student/Civilian Rate: King with pull-out sleeper sofa. Or, 2 double bed guest room	\$109.00	\$109.00
Military-Active Duty/Retired King with pull-out sleeper sofa. Or, 2 double bed guest room	\$81.00	\$81.00

- ❖ Guests may book at group rates two days before and after event dates at group rates.
- ❖ All guestroom rates are subject to a Hampton city tax, currently 8%, and a Virginia state tax of 5% per room per night. Taxes are subject to change.
- ❖ All reservations must be made by April 10, 2009
- ❖ Rates based on double occupancy.
- ❖ Walking distance to Hampton Convocation Center.





CROWNE PLAZA[®]

HAMPTON MARINA

Located midway between Colonial Williamsburg and Virginia Beach the Crowne Plaza-Hampton Marina is the only waterfront hotel in Hampton, Virginia. **Renovated in 2008**, the 173 perfectly appointed guestrooms have stunning views of the Chesapeake Bay and historic downtown Hampton & Hampton University. Downtown Hampton is home to several exciting area attractions including the Virginia Air and Space Center, St. John's Church, Hampton History Museum, Hampton University Museum and Ft. Monroe Casemate Museum.

All guests of the Crowne Plaza Hampton Marina enjoy complimentary parking, wireless Internet access, and business services. In addition, with three on-site restaurants, Crowne Plaza Hampton Marina offers dining options to satisfy everyone's tastes.

The hotel is within walking distance (<1mile), from the Hampton University Convocation Center. Weather permitting, take a leisurely stroll to the Graduation Ceremony.

For more information, call 1(866)727-9990 or visit us online at www.crowneplaza.com/hamptonva.

Congratulations Class of 2009!

AMMENITIES

- Hampton's only Waterfront Hotel
- Daily boat tours of the Chesapeake Bay and Norfolk Naval Station
- Complimentary High Speed Internet Access
- Complimentary Parking
- Outdoor Pool & Workout facility
- Regatta Grille; casual waterfront dining serving American Cuisine and Seafood
- Latitude 37 Lounge & Bar; serving Food, Fun, and Plenty of Drinks!
- Oyster Alley; Seasonal Dining on the Marina.
- Room Service
- VanGar Hair Salon & Spa
- Enterprise Rent-A-Car on site



Participation Form

Due by **March 25, 2009**, whether you intend to participate or not. ***This form is the tool we use to construct the graduation program. Failure to return this form by the above date will result in the omission of your name from the program.***

Attendance at the graduation ceremony is encouraged.

GRADUATE'S NAME _____

AA /AA.BA degree _____ Bachelors degree _____ Masters Degree _____

Student ID or SSN _____

TELEPHONE NUMBER (H) _____ (W) _____

Will you be attending the graduation ceremony on May 16, 2009?

YES _____ NO _____

Will you be attending the reception on May 14, 2009?

YES _____ NO _____

If yes and need base access please complete the following:

**Guest name _____ Make & model of vehicle _____

License number for Vehicle _____ State of license plates _____

**This information maybe changed up until May 11th.

Masters graduates only.

Please list which location you will attend for the reception.

____ **Langley/Fort Eustis** _____ **South Hampton Roads Center** _____ **Fort Lee**