February 14, 2016

Dear Graduate,

Congratulations on your graduation. The Saint Leo University faculty and staff hope to make the graduation ceremony on the 21st of May a memorable occasion for you, your family, and your friends.

GRADUATION: Date: Saturday, May 21, 2016
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 20, 2016
Time: 10:00 AM
Location: Hampton University Convocation Center

BACCALUREATE MASS:
Date: Sunday May 15, 2016
Time: 11:00 AM
Location: Church of the Holy Family
1279 N. Great Neck Rd.
Virginia Beach, VA 23454-2117

You should have already completed the gradation application (Application for Graduation –Degree Conferral) and the preliminary commencement participation form (Eform - commencement application) found at http://my.saintleo.edu.

The following steps will help you plan for the graduation ceremony.

1. Please complete the online graduation participation form to let us know that you are still interested in participating in the ceremony. Click here for the graduation participation form: Graduation Participation 2016. The submission deadline is April 1st.

2. Jostens will be the vendor for the caps and gowns for the Virginia Region and
other military center locations Bachelor and Associate degree candidates. All orders will be shipped to the address that you provide. You should order your regalia **NO LATER than April 28th** to ensure delivery in time for the ceremony. More information is listed on the following pages.

3. **Center for Online Learning Bachelor students** and **Masters** student’s regalia will be purchased by the University. The necessary information will be taken from the commencement application form. All submissions need to be completed by March 30th in order to insure the proper delivery time. Center for Online Learning Associate students need to follow the Virginia Region for ordering regalia.

4. **Regalia information** 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. Only the Master students will wear the hood with their regalia and only the Bachelor students will wear honor tassels.

5. **Only** students who complete the participation survey or commencement application indicating their intent to participate in the graduation ceremony will receive a letter at the end of April with additional information. These documents are also used as a tool to create the commencement program so if you think you **may** participate, please complete one of the forms.

   The program list will be posted on each of the Virginia Center’s home page of Saint Leo University (www.saintleo.edu) from **April 4th** through **April 8th** for your review. Please contact Gwen Mikeals at [gwen.mikeals@saintleo.edu](mailto:gwen.mikeals@saintleo.edu) with any errors no later than the morning of **April 8th**.

6. 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](http://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>Name</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>Susan Koch</td>
<td><a href="mailto:Susan.koch@saintleo.edu">Susan.koch@saintleo.edu</a></td>
<td>Newport News</td>
<td>757-249-0390</td>
</tr>
<tr>
<td>Doris McRae</td>
<td><a href="mailto:doris.mcrae@saintleo.edu">doris.mcrae@saintleo.edu</a></td>
<td>Fort 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>Fort 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*

   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. 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. Your diploma will be mailed to your home.

Transcripts:
A transcript is sent with your diploma free of charge. If you desire an official transcript, go to the eLion section off http://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 (http://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 paper copy. eTranscripts are now also available. The secure online request is available 24/7. You receive email notification when transcripts are processed and received and online tracking is available. The fee for the eTranscript is $10. Use this convenient link to the eTranscript service Saint Leo University eTranscript Ordering System »

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 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 on May 21, 2016. 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 below – it includes $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 $35.75
- Bachelor regalia (cap, gown, tassel) is $35.75

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

Please note: No web orders will be accepted after April 28, 2016 without incurring additional Express shipping fees of $10.00.

Order Your St. Leo University Class Ring & Personalized Graduation Announcements at the Campus Event Sale!

- April 5th Chesapeake Center hours 11AM-3PM
- April 6th Peninsula Center hours 11AM-3PM
- April 7th Ft. Lee hours 11AM-3PM

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.

Packages start at $256

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, however prices will be lower at the on-campus event. **NOTE: These sale prices only on these dates**
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!

Jostens offers three convenient ways to place your announcement order:

- View the various options and shop for your announcements online at any time at college.jostens.com under St. Leo University and your campus
- Place your order by phone with a credit/debit card: 1-800-854-7464 during regular business hours
- Place your order with the Jostens rep when they are on your campus

All major credit/debit cards accepted.

$10.95 shipping and handling, and sales tax for the state you are shipping to, will be added to the above prices. Announcements will be shipped directly to the home address provided.

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### Jostens Packages

<table>
<thead>
<tr>
<th>Package</th>
<th>Price</th>
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<tbody>
<tr>
<td>Basic Package</td>
<td>$90.35</td>
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<tr>
<td>Essential Package</td>
<td>$110.75</td>
</tr>
<tr>
<td>Deluxe Package</td>
<td>$232.675</td>
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</tbody>
</table>

#### Basic Package
- 25 Personalized Announcements
- 25 Custom St. Leo Notecards
- 25 Custom St. Leo Envelope Seals
- 30 Custom St. Leo Return Address Labels

#### Essential Package
- 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

#### Deluxe Package
- 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

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### A la Carte Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Personalized Announcements (package of 25)</td>
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<tr>
<td>Custom St. Leo Seal Notecards (package of 25)</td>
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<tr>
<td>Tissue Inserts (package of 25)</td>
<td>$6.10</td>
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<tr>
<td>Return Address Labels (sheet of 30)</td>
<td>$11.10</td>
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<tr>
<td>Certificate of Appreciation w/ Presentation Cover</td>
<td>$22.15</td>
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<tr>
<td>Certificate of Appreciation w/o Presentation Cover</td>
<td>$16.00</td>
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<tr>
<td>Diploma Frame with Foil-Stamped seal</td>
<td>$128.00</td>
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<tr>
<td>Souvenir Tassel in St. Leo colors</td>
<td>$8.15</td>
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</tbody>
</table>

*Prices shown are in US dollars and exclude sales tax, shipping and handling charges.*