February 8, 2013

Dear Graduate,

Congratulations on your graduation. The Saint Leo University faculty and staff hope to make the graduation ceremony on the 18th of May a memorable occasion for you, your family, and your friends.

GRADUATION:  
Date: Saturday, May 18, 2013  
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 17, 2013  
Time: 10:00 AM  
Location: Hampton University Convocation Center

BACCALUREATE MASS:  
Date: Sunday May 12, 2013  
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 survey** to let us know that you are interested in participating in the ceremony. The link to the survey is [Virginia Graduation Participation Survey](#). The survey deadline is **March 25th**.

2. 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 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. All orders will be shipped to the address that you provide. You should order your regalia **NO LATER than April 25th** to ensure delivery in time for the ceremony. More information is listed on the following pages.

4. **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 under the “Resources” link of each Center’s home page of Saint Leo University (www.saintleo.edu) from **April 1st through April 5th** for your review. Please contact Gwen Mikeals at **gwen.mikeals@saintleo.edu** with any errors no later than the morning of **April 8th**.

5. 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:

- Zachary Collier  **zachary.collier@saintleo.edu**  VA Alumni  757-464-6449
- Robert Haberman  **robert.haberman@saintleo.edu**  Langley Office  757-766-1812
- Doris McRae  **doris.mcrae@saintleo.edu**  Ft. Eustis Office  757-887-1166
- Dia Melton  **dia.melton@saintleo.edu**  Ft. Lee Office  804-861-9634
- Gwen Mikeals  **gwen.mikeals@saintleo.edu**  S. Hampton Roads, Chesapeake, San Diego  757-464-6449
- Cassandra Williams  **cassandra.williams03@saintleo.edu**  Ft. Eustis Office  757-887-1166

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 one guest with each handicapped person. All others will be directed to regular seating. 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 18, 2013. 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 $34.55
- Bachelor regalia (cap, gown, tassel) is $34.55

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

Please note: No web orders will be accepted after April 25, 2013 without incurring additional Express shipping fees of $10.00.

Order Your St. Leo University Class Ring on these dates and wear it to Commencement!!

April 2nd  Peninsula Education Center
April 9th  Fort Lee
April 10th  JEB Little Creek

from 10 am - 2 pm daily

Special Ring Prices – Limited Time Only – ONLY at Events
Rings starting at $169 for women and $189 for men

Jostens rings available in Lustrium®, Silver Elite®, Solaris Elite™ and both White and Yellow Gold in 10K, 14K and 18K

Class rings may also be ordered by calling 800-854-7464 or online at http://college.jostens.com/jostens/index.jsp

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!

**Basic Package** $89.05
- 25 Personalized Announcements
- 25 Custom St. Leo Notecards
- 25 Custom St. Leo Envelope Seals
- 30 Custom St. Leo Return Address Labels

**Essential Package** $109.10
- 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** $208.65
- 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

**A la Carte Items**

- Personalized Announcements (package of 25) $52.55
- Additional Packs of 5 (after first package of 25) $9.62
- Custom St. Leo Envelope Seals (package of 25) $11.95
- Custom St. Leo Seal Notecards (package of 25) $15.85
- Tissue Inserts (package of 25) $6.00
- Certificate of Appreciation w/ Presentation Cover $21.80
- Certificate of Appreciation w/o Presentation Cover $15.75
- Diploma Frame with Foil-Stamped seal $105.00
- Return Address Labels (sheet of 30) $10.95
- Souvenir Tassel in St. Leo colors $8.00

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

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.