

Lincoln University

Oakland, California



Instructions for Request for Commencement Ceremony

What is the Purpose of the form?

This form is required for requesting for participating in Lincoln University's Commencement Ceremony which is usually in May of every year.

How is the Form Used?

Students must

- Fill out the **Request for Commencement Ceremony** form
- Have **Accounting Office** fill out the second page
- Submit the form to **Registrar Office** with the receipt from Accounting office

Note

- Participation in the commencement ceremony or having an individual photograph is optional. If you choose to participate in the ceremony or to have an individual photo taken, a commencement ceremony fee of \$100 and/or individual photo-shooting fee of \$50 must be paid to the Accounting Office. A group photo session and a reception are included in the ceremony, and cannot be separately paid or attended. Your request will not be processed until you pay the appropriate amount of fee(s). Both fees are nonrefundable.
- To avoid an additional fee charge, you need to submit this form during the regular operation hours of the Records Office before March 31st of the year in which you plan to participate in the ceremony.
- The dates for the individual photo session will be announced by the middle of February. No additional session will be scheduled after the designated period.
- If you submit this form after the deadline stated above and plan to participate in the ceremony in the same year, a commencement ceremony fee of \$200 (nonrefundable) must be paid to the Accounting Office. In that case, the University does not guarantee that your name will appear on the commencement program.

Instructions

Part I: Student Information:

- Put the accurate name in FIRST, MIDDLE, and LAST NAME format
- Put the accurate student ID number.
- Put degree of your program (DBA, MS, MBA, BA, BS, AS, UT, or Certificate)
- Put your telephone number
- Put the LINCOLN UNIVERSITY EMAIL that ending with @lincolnucsf.edu
- Put expected semester you will complete your program (Fall/Spring/Summer, Year)

Part II: Select your plan

Please select your plan to participate in the commencement ceremony and indicate the year of ceremony you would like to participate. The cost of the plan will be vary.

Put your signature and current date

**After complete the form, please go to Accounting Office for them to fill out the second page, make a payment, and return the form and receipt to Records Office on the first floor

Example of the Form

LINCOLN UNIVERSITY

401 FIFTEENTH STREET, OAKLAND, CA 94612

phone: (510) 628-8010 fax: (510) 628-8012

REQUEST FOR COMMENCEMENT CEREMONY / INDIVIDUAL PHOTO

NAME: Abraham Lincoln
(First, Middle, Last) *The name you entered here will appear on the commencement program.

STUDENT ID: 12346 DEGREE: MBA
(DBA/MBA/BA/BS/AS or Certificate)

PHONE: (510) 628-8998 EMAIL: Alincoln@lincolnucsf.edu


ACTUAL GRADUATION TERM EXPECTED (to complete your program): Fall, 2016
(Fall/Spring/Summer, Year)

DO YOU PLAN TO PARTICIPATE IN THE COMMENCEMENT CEREMONY?

- Yes, I will participate in the commencement ceremony in May of the year 2017, and will have my individual photo taken during the designated period in April. (\$150)
- Yes, I will participate in the commencement ceremony in May of the year _____, but would NOT like to have my individual photo taken. (\$100)
- No, I will not participate in the commencement ceremony, but would like to have my individual photo taken during the designated period in April. (\$50)
- I did not submit this form before the deadline (described below #2), but I would like to participate in the commencement ceremony in May of the year _____. (\$200)

ACKNOWLEDGEMENT:

I give permission to have my name printed on the commencement program issued by Lincoln University as I entered above. Also I consent to photos of mine being used by the University electronically or in print for educational or marketing purposes.

 09/26/2016
(Student's Signature and Date)

Please complete and submit this form to the Accounting Office and the Records Office.

Notes:

- 1) Participation in the commencement ceremony or having an individual photograph is optional. If you choose to participate in the ceremony or to have an individual photo taken, a commencement ceremony fee of \$100 and/or individual photo-shooting fee of \$50 must be paid to the Accounting Office. A group photo session and a reception are included in the ceremony, and cannot be separately paid or attended. Your request will not be processed until you pay the appropriate amount of fee(s). Both fees are nonrefundable.