

Lincoln University



REQUEST FOR COMMENCEMENT CEREMONY / INDIVIDUAL PHOTO

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

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

PHONE: _____ EMAIL: _____ @lincolnucasf.edu

ACTUAL GRADUATION TERM EXPECTED (to complete your program): _____
(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 _____, 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.

(Student's **Signature** / Print Name)

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**.
- 2) 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.
- 3) 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.
- 4) 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.

THE BELOW SECTION IS FOR THE UNIVERSITY USE ONLY.

Accounting Office:

Fee is paid: () Yes () No

If "Yes," an amount of \$ _____ has been received.

Comments: _____

Signature/**Print Name**: _____

Date: _____

Records Office:

Comments: _____

Signature/**Print Name**: _____

Date: _____

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