

## IMPORTANT GRADUATION INFORMATION

If you are a **non-Pharmacy** September 2011, January 2012 graduate, or are slated to graduate May 2012 (**deadline for applying for a May degree is February 3, 2012**), please note that **the deadline for ordering your academic attire is Friday, February 24, 2012**. You will need to have at least 100 credits as an undergraduate in order to apply for graduation

All graduating **non-pharmacy** students should order their Eco-friendly academic attire via mail or in person, by February 24, 2012, using the attached Cap and Gown order form. You should download this form and fill it out. This should ensure that each graduate is properly serviced by having Eco-friendly academic attire set aside specifically for you. The cost for the Eco-friendly academic attire is as follows:

Bachelors Package	\$45.00
Masters Package	\$70.00
Doctoral Package	\$75.00

Please fill out **each item** on the Cap and Gown order form and return it along with **your check or money order, made payable to Long Island University**: Office of Student Life and Leadership Development, Attention: Mr. Ashley Best, 1 University Plaza, Brooklyn, New York 11201. You will get an e-mail confirmation once we have received your order form and your payment. If you bring in your order form and payment to M-311 be sure to get an official **numbered**, Student Life and Leadership Development (SLLD) receipt for funds. We will not accept checks after February 24, 2012, *and absolutely no cash will be accepted at any time*. A \$15.00 service charge will be applied to the account of each student who presents a check that is returned by the bank.

Credit card payments may be made through the Office of Integrated Student Financial Services, S-310 **ONLY** at the following times: Tuesday and Wednesday from 1:00 p.m. to 6:00 p.m. and Monday, Thursday and Friday from 9:00 a.m. to 2:00 p.m. Please drop off your order form along with receipt in SLLD, M-311 after paying with your credit card.

Jasienowski Studios will be on campus to take pictures from 11:00 a.m. to 7:00 p.m., April 16 – 27 in the Avena Lounge. Please visit <http://www.jasienowskistudios.com/liubc.html> or call the yearbook office, (718) 488-1592 or S-220, to schedule an appointment for the yearbook portrait.

Jostens will also be on campus for ring sales from 12:00 p.m. to 6:00 p.m. in the M Building lobby on the following dates; January 31, February 1 & 2, March 6, 7 & 8.

If you have questions please contact me at (718) 488-1216.

Sincerely,

Associate Director

Student Life & Leadership Development

## Eco-friendly Cap & Gown Order Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Graduation Date/Anticipated Graduation Date \_\_\_\_\_

Print E-mail Address \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_ Student Number: \_\_\_\_\_

Phone \_\_\_\_\_ Gender: Male [  ] Female [  ]

Degree: AA [  ] AAS [  ] BA [  ] BFA [  ] BS [  ] BS/MS [  ] BS/MSE [  ] MA [  ]

MBA [  ] MFA [  ] MPA [  ] MS [  ] MS IN ED [  ] MSW [  ] MS/MBA [  ]

D.P.T. [  ] PHD [  ] ADV CERTIFICATE [  ] CERTIFICATE [  ]

Height \_\_\_\_\_ Weight \_\_\_\_\_

Special Conditions (e.g. pregnant, etc.) \_\_\_\_\_

**Please return this form along with your check or money order, made payable to Long Island University, to:**

**Long Island University**

**Student Life and Leadership Development**

**1 University Plaza, M-311**

**Brooklyn, New York 11201**

**Attention: Mr. Ashley Best**

You will get an e-mail confirmation once we have received your order form and your payment. A \$15.00 service charge will be applied to the account of each student who presents a check that is returned by the bank. We will NOT accept cash. THERE ARE ABSOLUTELY NO REFUNDS.

Note: Each item on this form must be completely filled out, and we must receive payment in order for your request to be processed efficiently. Also, additional information concerning commencement will be available on the LIU website shortly.