

# Application Instructions

- **Fill in your name as it will appear on your diploma.**

*If you make changes to the name that is currently in the system, you may need to submit legal documentation to validate your name change.*

- **Fill in the address where your diploma will be sent.**

- **Fill in your e-mail address.**

*Important information about receiving your diploma will be sent to this e-mail address.*

- **Fill in the month, day, and year that you plan to complete your program requirements.**

- **Fill in the term you plan to complete your program requirements.**

- **Check the first box if you plan to attend the commencement ceremony.**

- **Only check the second box if using Chapter 31 or Chapter 33 post 9/11 benefits. IF UNSURE PLEASE DO NOT CHECK THIS BOX.**

- **When you click SUBMIT you will be taken to a payment screen. You may use a credit or debit card for payment. Payment is due immediately to complete the Conferral application process.**

- **You will receive a confirmation of payment e-mail upon completion of the conferral application.**

- **Please allow up to 30 days after completing your last class to receive your diploma.**

# Completing the Commencement Application.

*This form is required to participate in the ceremony.*

## 1. Go to my.saintleo.edu.

Menu

Welcome to Saint Leo University ~ You'll love the person you become here

SAINT LEO UNIVERSITY

6 Unread Messages - Click for Inbox

Online Services

- Learning Studio
- eForm**
- Course Schedule Master List
- Change Of Residency
- Information Change

University Announcements

Message from President Lennox

Over the past several weeks, I have been asked about our readiness in case of an active shooter on our campuses. Though the likelihood of this type of tragedy at Saint Leo University, or any university, is small, we must be prepared. As part of our efforts toward this end, we have made available a short video

## 3. Click the link for Commencement Application.



Expand Library Collapse Library  
Document Library

- Equipment Checkout
- Faculty
  - Course Shell Request
  - Surface Pro Checkout
- Student Documents
  - Commencement Application**
  - Deans Certificate
  - Monarch Money
  - Scholarship Recipient Biography
  - Student Health History Form
  - Student Vehicle Registration
  - UTS Equipment Check In Form
  - UTS Equipment Checkout Form

SAINT LEO UNIVERSITY  
Founded 1889

Welcome to Doc e Fill

Icon Glossary  
The icons in the upper left hand corner control almost all of the functions of Doc e Fill. The following list will detail the basic usage of each button.

Icon	Function	Description
	Library	List of all documents available to you for origination
	Drafts	Documents you have saved for later editing
	Received	Documents sent to you from other users in the system
	Submitted	Documents originated by you and sent to others in the system
	Completed	Documents archived for future referencing
	Change Settings	Allows changing of password, archive settings, email settings, report settings, and location
	Print	Allows you to print a document
	Help	Opens the user manual in a new window
	Reports	List of all available reports

**4. Make sure the information listed in your eForm is correct. If any of the information is incorrect, please see your academic advisor.**

**Document Library**

- Equipment Checkout
- Faculty
  - Course Shell Request
  - Surface Pro Checkout
- Student Documents
  - Commencement Application**
  - Deans Certificate
  - Monarch Money
  - Scholarship Recipient Biography
  - Student Health History Form
  - Student Vehicle Registration
  - UTS Equipment Check In Form
  - UTS Equipment Checkout Form

**SAINT LEO UNIVERSITY**  
Founded 1889

**Commencement Application**

Student ID: [Redacted]

First Name: Elaine

Middle Name: [Redacted] [Not Correct?](#)

Last Name: Briney

Home Location: [Redacted]

Academic Program Code: [Redacted] [Not Correct?](#)

Academic Level: GR [Not Correct?](#)

Address: [Redacted] [Not Correct?](#)

City: Savannah [Not Correct?](#)

State: GA [Not Correct?](#)

Zip: 31419 [Not Correct?](#)

Preferred Email Address: elaine.briney@saintleo.edu [Not Correct?](#)

Preferred Phone: [Redacted] [Not Correct?](#)

**5. Complete your application.**

- **Choose your commencement location**
- **Indicate if you are active duty military or a veteran.**
- **Check if you have completed the Conferral Application in eLion.**

**NOTE: The date you see in the list is the deadline to submit the commencement application.**

**To see the actual event date, click on location.**

Requested Commencement Location: Savannah, Georgia (2016-04-29) | Savannah, Georgia

Are you Active Duty Military or a Veteran? Choose...

Have you completed the Conferral Application in eLion?  YES  NO

Height: [Redacted] Example: #ft#in

Weight: [Redacted] Example: ###lbs

**Submit Save Draft Cancel**

**6. Click submit.**