

Completing the Conferral Application

1. Log in to my.saintleo.edu.

2. Click the link for eLion.

Menu

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

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 produced...

Mandatory training

Per the message from Dr. Lennox in last week's *Monday News Bytes*, the Office of Professional Development has assigned the video "Campus..."

Trip to Rome, May 7-14

Are you interested in international travel? Sign up today for a trip to Rome! From May 7-14, 2016, you could have the chance to visit the Colosseum, the...

Military Wall of Honor submissions continue to be accepted

To celebrate Saint Leo University's commitment to educating the military, we continue to request story and photo submissions that will highlight our history and

6 Unread Messages - Click for Inbox

Online Services

- Learning Studio
- eForm
- Course Schedule Master List
- Change Of Residency
- Information Change
- Library
- Career/Employment Resources
- Help Desk
- New Portal Highlights
- Raise Your Hand
- My Class Evaluations

Staff Online Resources

- Colleague UI
- eLion

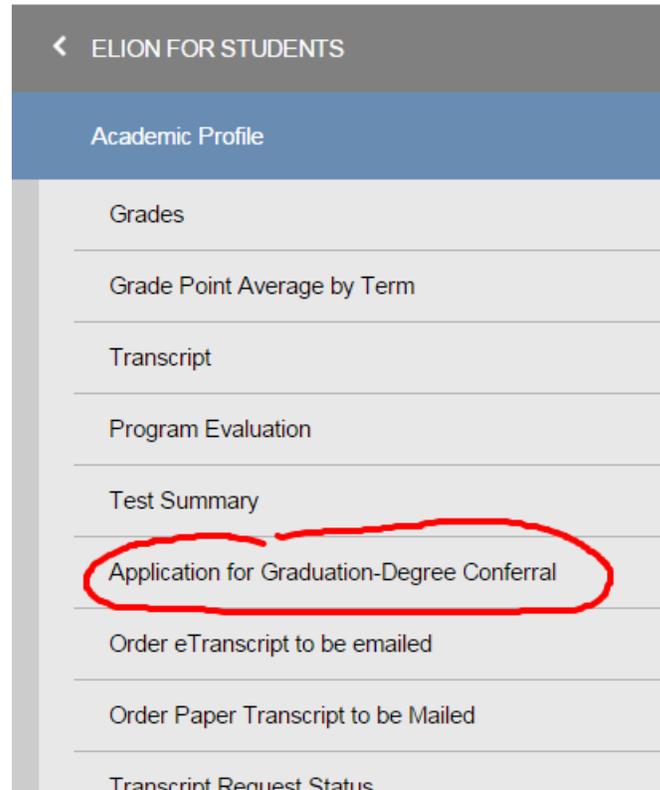
3. Click the link for Academic Profile.

Menu

ELION FOR STUDENTS

- User Account
- Financial Information
- Financial Aid
- Communication
- Registration
- Academic Profile
- Admission Information
- My Parent's Access

4. Click the link for **Application for Graduation Degree Conferral**.



5. Please read **ALL** of the conferral application instructions.

6. Then **scroll down** to complete the application.



LOG OUT MAIN MENU STUDENTS MENU HELP

Graduation Application Instructions:

1. Please choose the correct degree you are applying for. If you do not see the correct degree, please contact your center/advisor.
2. Instructions for your name as it will appear on your diploma:
 - A. Your diploma name will default from your academic record.
 - B. You can make simple changes to your first and/or middle name by typing over the default name. For example: William J. Smith (Bill J. Smith; William Joseph Smith; W. Joseph Smith.) You can have your middle name as an initial, spelled out or not displayed.
 - C. If your last name is different than what appears on your student record we will need legal documentation to change it. Degrees will not be posted if there are any discrepancies in the name.
 - D. We will accept the following legal documents: Court Documents, Driver License, Social Security Card or Military ID.
 - E. Scan and email to: graduation.application@saintleo.edu.
 - F. Contact your academic advisor or center.
 - G. If you want an accent in your name on your diploma, send an email to graduation.application@saintleo.edu after submitting your application.
3. Mailing Address: Your diploma will be mailed to the address in your record. If you want the diploma mailed to a different address, use this field to make any changes. If the mailing address is an International address, you will need to select the appropriate country. If you wish to change your permanent address, you will need to do so through my.saintleo.edu portal.
4. Email address - all correspondence regarding your diploma will be sent to your SLU email address only.

7. Please check the box next to the program you are trying to confer, then click submit. If the program you are looking for is not showing, please meet with your advisor.

Application for Graduation-Degree Conferral

Choose One	Eligible Programs	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
<input type="checkbox"/>	AA Associate of Arts: Liberal Arts	AA		2012	AA		

SUBMIT

8. Fill out ALL sections of the Conferral application, then click submit. See the next page if you have questions about filling out the application.

Application for Graduation

* = Required

Selected Program	Degrees	Certificates	Catalog	Majors	Minors	Date Applied
AA Associate of Arts: Liberal Arts	AA		2012	AA		

Verify your name as it will appear on your diploma*

If you make changes to your name, you may be required to submit legal documentation to validate your name change.

Verify mailing address below where diploma will be mailed*

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

City*

State*

Zip Code*

Country

Important information about receiving your diploma will be sent to the email address below.
 donna.howey@saintleo.edu

E-mail Address

I plan to complete my program requirements by "MM/DD/YY"*

Anticipated Last Term of Attendance*

If you plan to attend commencement, check box for, Yes

Select, if using Ch.31 Voc Rehab or Ch.33 Post 9/11 Benefits

Application Fee Amount Due

55.00

SUBMIT