Arts and Sciences Graduation To-Do Checklist

Please contact Graduation Services (asc-gradsrv@osu.edu, 141 Denney Hall) for questions regarding your application. Students who are pursuing an Honors Contract or Honors Thesis should contact the Honors Office (braund.11@osu.edu, 3180 Smith Laboratory).

Check your OSU email frequently. All communication will be sent to your OSU email during the term of graduation including a verification of your application information, ceremony line number, transfer credit deadlines, and status updates. If your OSU email is forwarded to a private account (Yahoo, Gmail, etc.) you may not receive these emails, and you are encouraged to consider reversing the forward back to your OSU email to avoid spam filters. Contact us if you haven't heard from us within two weeks of applying for graduation with your advisor (or two weeks after the start of the semester of graduation, if you submitted your application the term before).

Consult your advisor regarding any changes to your coursework for your remaining terms. If necessary, your advisor will notify us of those changes. Failure to notify your advisor of changes may result in a delay in receiving your diploma or cancellation of your graduation application.

Visit the commencement website: commencement.osu.edu. It provides all information pertaining to the ceremony including where to purchase a cap and gown, times and locations of the rehearsal and ceremony, the commencement speaker, disability services for students and guests, and other essential information.

Complete your Direct Loan exit interview if you received subsidized or unsubsidized loans. This must be done prior to the close of the term. You are strongly encouraged to complete this early to avoid delay in receiving your diploma. You will need the PIN number used to complete your FAFSA to use the exit interview website: *http://nslds.ed.gov/nslds_SA/*. For assistance with your exit interview, please contact Student Financial Aid (614-292-0300).

Take the Graduation Survey. The university administers a Graduation Survey to students beginning three weeks prior to commencement that is used to improve the experiences of future Buckeyes. The College of Arts and Sciences *requires* all graduating students to complete the survey. To take the survey, visit go.osu.edu/gradsurvey.

Latin honor candidates will receive an email notification to pick up an honor braid. The Latin honor designation requires a minimum 3.500 CPHR for *cum laude*, a minimum 3.700 CPHR for *magna cum laude*, and 3.900 CPHR for *summa cum laude* (no rounding is permitted). Honors research distinctions and Honors Program designations such as "with honors in the Arts and Sciences" require a minimum 3.400 CPHR. Any type of honor designation requires a minimum of 60 graded credit hours earned at OSU. (Note: Coursework must be graded A through D, or S, to qualify as graded.)

Complete a Commencement Excused Form if you are not attending the ceremony. The form and due date are located on the commencement website: commencement.osu.edu.

Learn about how Ohio State career services can assist you. Multiple resources are available to help with your employment search. Use Handshake to find job postings from employers recruiting Ohio State students. Have your resume reviewed, obtain career coaching, and track upcoming career events hosted by the Center for Career and Professional Success (info at asc-careersuccess.osu.edu). Fee-based and no-fee services are also available from the Office of Alumni Career Management (go.osu.edu/alumni-career-management), the office that maintains AlumniFire. Use AlumniFire (it's free) to network with OSU alumni who have volunteered to assist students and recent grads with their career planning and/or job searches.

Activate Lifetime Email. As an alumnus, you are eligible for Lifetime Email. To activate, go to my.osu.edu and select "Change Email Delivery" once you receive your degree.