

Arts and Sciences Graduation To-Do Checklist

Please contact Graduation Services (morgan.599@osu.edu, 141 Denney Hall) for questions regarding your application and status after your application has been approved. Students who are pursuing an Honors Contract or Honors Thesis should contact the Honors Office (3180 Smith Laboratory, 614-292-5104).

Check your OSU email frequently. All communication will be sent to your OSU email during the term or semester of graduation including a verification of your application information, ceremony line number, transfer credit deadlines, and status updates. Be sure your inbox is not full and accepts incoming email. If you forward your email 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.

Consult your advisor regarding any changes to your coursework for your remaining terms. If necessary your advisor will provide you with a revised major or minor program form. 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, 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://nsls.ed.gov/nsls_SA/. For assistance with your exit interview, please contact Student Financial Aid (614-292-0300).

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*. 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 FutureLink to connect with employers, schedule a mock interview, have your resume reviewed, and track upcoming career events. Visit <http://asccareerservices.osu.edu> for details about those services. The Career Counseling & Support Services (CCSS) office in the Younkin Success Center provides job search advising, and that service is available for one semester after graduation for up to 3 sessions. A CCSS counselor can help you clarify your career goals as well as provide tips on carrying out an effective job search. Fee-based and no-fee services are also available from the Office of Alumni Career Management (<https://www.osu.edu/alumni/services/career-management/>).

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.