

# Arts and Sciences Graduation TO DO Checklist

Please contact Graduation Services (141 Denney Hall, 614-247-7194, [perkins.10@osu.edu](mailto:perkins.10@osu.edu)) for questions regarding your graduation application and status. Students who are pursuing an Honors Contract or Honors Thesis, please contact the Honors Office (207 Enarson Hall, 614-292-5104)

- **Make sure you have an active Ohio State e-mail account.** Arts and Sciences Graduation Services will send important information directly to your Ohio State e-mail account the quarter you plan to graduate. Be certain that your account is not full and is accepting incoming e-mails. If you currently forward your Ohio State e-mail to a private account (e.g. Yahoo, AOL, or Hotmail) you *may* not receive **important** e-mails that are intended for your Ohio State account. Please consider reversing the forward so your important Ohio State-related notifications are delivered.
- **General instructions for commencement** will be available on the university commencement web site at <http://commencement.osu.edu>, usually beginning the fourth or fifth week of the quarter. Refer to the web site for detailed instructions pertaining to rehearsal and commencement. Note that the web site will indicate graduates from Arts and Sciences **WILL NOT RECEIVE AN INSTRUCTION BOOKLET** in the mail, but will receive instead an informational e-mail. This information e-mail will indicate your college and line number in the commencement processional. It will be sent to your Ohio State e-mail account on the last day of classes (Friday after 5:00 pm), prior to final exams.
- **Check your Ohio State e-mail account often during final exams week.** There may be important information sent to you.
- You have the option of keeping your Ohio State e-mail for life. If you are interested, go to the alumni homepage at <http://www.osu.edu/alumni/> and then click on the "Lifetime E-mail" link.
- Candidates for graduation with honors will receive an honors braid via U.S. mail to the local address indicated on the graduation application. Please contact Graduation Services if you qualify for honors but have not received an honors braid by Friday of the last day of the quarter. Latin honors require a minimum 3.50 CPHR for "*cum laude*," a minimum 3.70 CPHR for "*magna cum laude*," and a 3.90 CPHR "*summa cum laude*." Honors program designations "with honors in the Arts and Sciences" and "with research distinction" require a minimum 3.30 CPHR for students entering the university prior to AU06 and a minimum 3.40 CPHR for students entering AU06 or later. All graduation honors require a minimum of 90 credit hours of course enrollment at Ohio State graded A through D and S.
- If you are not going to attend the commencement ceremony, **you must complete a commencement excuse form 2 weeks prior to commencement.** If you have any questions or concerns regarding this, please call 247-7194.
- Notify an Arts and Sciences counselor of any changes in your projected schedule. See your major/minor advisor(s) for a revision form(s), if such a change involves your major(s) and/or minor(s).
- Check the list of potential graduates during the 4<sup>th</sup> week of the quarter you plan to graduate. It will be posted at the end of the south hallway on the first floor of Denney Hall across from Graduation Services.
- If you are receiving **DIRECT LOANS**, subsidized or unsubsidized, please remember to complete your exit interview. You will need the PIN number used to complete your FAFSA to enter the exit interview web site. The address is [www.dl.ed.gov](http://www.dl.ed.gov). This must be done prior to the college certifying your degree candidacy.
- Stop by the Arts and Sciences Career Services Office in 48 Townshend Hall (lower level) for assistance with your job search, including guidance on resume writing and strategies for connecting with employers in your target career fields. Walk-in hours are generally Monday - Friday from 10 a.m. to 3 p.m. To check on the walk-in schedule or for any other questions, please call 292-7055.
- Please complete the Arts and Sciences graduating senior exit survey. You will receive an e-mail invitation to your Ohio State e-mail account. Check e-mail frequently.