

August 2016 Graduation Check List

You've already applied for graduation...what's next?

August Graduation

The official date of summer graduation is August 31. All coursework must be completed prior to that date. Transcripts containing graduation information will be available Thursday, September 1. All students will incur a \$150 graduation fee at the point of application. An application for graduation and the graduation fee are required whether you plan to attend the ceremony or not.

RSVP for December Baccalaureate and Commencement

There is no commencement ceremony in August; however, graduates are invited to participate in the December Baccalaureate and Commencement Ceremonies on December 17. RSVP online at www.ohiodominican.edu/graduation/. Please RSVP whether you plan to attend the ceremonies or not. RSVPs are required in order to purchase a cap and gown, "walk" in either ceremony, and to ensure that you will have tickets for commencement. The RSVP Deadline for the December 2016 Commencement Ceremony is December 5. Tickets will be available for pick-up beginning December 8 at 11:00am. For additional details, visit www.ohiodominican.edu/graduation/.

Purchase your Cap and Gown at the Bookstore

You may purchase your cap and gown beginning at 1:00pm on Tuesday, November 1. You should purchase your cap and gown by Monday, November 14. If purchasing after November 14, you may incur a \$25 shipping fee if your cap and gown needs to be ordered. Bookstore hours are Monday through Thursday 9am to 6pm, Friday 9am to 3pm, Saturday 11am to 3pm, closed Sunday.

Business Office

For traditional undergraduate and graduate students: Contact the Business Office at 614-251-4550 to make sure you do not have any fines or fees due. For Adult and Continuing Education students: Contact the Adult and Continuing Education Business Office at 614-251-7400 to make sure you do not have any fines or fees due. All fees must be paid and your balance must be zero one week prior to graduation.

Perkins Loan

If you borrowed funds under the Federal Perkins Loan program you must contact Sherryl Orihood, Perkins Loan Coordinator, at orihoods@ohiodominican.edu to obtain information about exit loan counseling and additional instructions.

Financial Aid

If you borrowed loan funds under the Federal Stafford Loan Program, you must complete *Exit Loan Counseling* online at www.studentloans.gov by August 1. For instructions or any questions, contact the ODU Financial Aid Office in Erskine Hall Room 147, call 614-251-4778 or email finaid@ohiodominican.edu. Adult and Continuing Education students: If you plan to continue in another degree program and borrow funds under the Federal Stafford Loan Program, you do not need to complete an exit interview.

Library

You must contact the Circulation Supervisor on duty to determine what fines or materials must be resolved prior to graduation. You may visit the circulation desk at the Library in the Spangler Learning Center, call 614-251-4752, or email circulation@ohiodominican.edu. All materials must be returned and fines paid by Friday, August 21.

Alumni Relations

- Sign up for email forwarding and complete an online bio at http://www.ohiodominican.edu/Alumni_Friends/.
 - Attend the New Alumni Welcome Reception following Commencement Rehearsal on December 15.
 - Make a donation to the Senior Class Gift at http://www.ohiodominican.edu/Alumni_Friends/
- Contact: Alumni Office, odfund@ohiodominican.edu, 614-251-4790

Career Development Center

Visit or email the Career Center for assistance with resumes, graduate school, job search and other career issues, prior to or after graduation. Share with us your plans for after graduation by completing The Outcomes Survey available at www.ohiodominican.edu/career. [614-251-4733 or email careercenter@ohiodominican.edu]

Announcements and Rings

Contact Jostens at 1-800-854-7464 or www.jostens.com to order your class ring and/or graduation announcements. A representative from Jostens will be on campus on Wednesday and Thursday, November 2 and 3 from 1:00-6:00pm and will have a table set up by the Bookstore in the Griffin Center.

Important Dates

Order Announcements and Rings	November 2 & 3, 1:00-6:00pm	outside Bookstore – Griffin Center
Purchase cap and gown	1pm on Nov 1 through Nov 14	Bookstore – Griffin Center
RSVP Deadline	Monday, December 5	www.ohiodominican.edu/graduation
Commencement Ticket Pick-Up	December 8-16	www.ohiodominican.edu/graduation
Commencement Rehearsal (mandatory)	Thursday, December 15 at 5:15pm	Line-up in Griffin Center 258/259/260
New Alumni Welcome Reception	Thursday, Dec 15 following rehearsal	Griffin Center Food Court
Baccalaureate	Saturday, December 17 at 9:00am	Christ the King Chapel, Sansbury Hall
Commencement Line-up	Saturday, December 17 at 10:30am	Line-up in Griffin Center 258/259/260

Diploma Pick-Up

Summer diplomas will be available beginning Thursday, September 1. If you have a payment balance or owe library fines, have an outstanding transcript or score report, or we are waiting for final grades; your diploma will not be available until all obligations are met.

There are three ways to obtain your diploma:

1. Your diploma will be available for pick-up beginning September 1 in the Registrar's Office, Erskine Hall 142. You must present a photo ID. The office will be open Monday through Friday from 8:30am to 5:00pm.
2. You may request to have your diploma mailed by sending an email to registrar@ohiodominican.edu using your ODU email account. Please include your mailing address. Diplomas will be mailed during the week of September 1.
3. If you do not pick up your diploma or request to have it mailed by the end of September, diplomas will then be mailed to your address of record.

Continue to check your ODU email on a regular basis and visit www.ohiodominican.edu/graduation for up-to-date graduation information.