



**OHIO**  
UNIVERSITY

Office of the University Registrar

## E-mail Announcement

**Date:** June 28, 2011  
**To:** Assistant Deans and Support Staff  
**From:** Brenda Cox, Assistant Registrar for Academic Records  
**Subject:** Summer Graduation Application Open Now

Good afternoon,

As you may be aware, we have not been able to open up the online summer graduation application due to the conversion to PeopleSoft. The online graduation application is a modification/integration and as of this date has not yet been developed. Until such time as we have an online application we will be using a form. The form is located on the registrar web site or may be accessed from the student center. The student will select “apply for graduation” and then they will be directed to the form. They may complete the form online, but they must print the form, sign and date it, and then either fax or mail it to the registrar’s office. They may also scan the form and send it in an email to [graduation@ohio.edu](mailto:graduation@ohio.edu). If the student is on the Athens campus they may drop the form off at Registrar Services. Forms will be returned if they are not signed.

The deadline for graduation for summer will remain the same, July 28, 2011. However, during this period of transition we may need to be more flexible with requests for late graduation applications.

I apologize for the additional stress or work this has created for you, your staff, and your students. Your patience is greatly appreciated. Please share this information with others in your office or college that may need to know how the process will work for at least summer and possibly fall.

Thank you,  
Brenda Cox