Email Announcement

Office of the University Registrar

Date: October 1, 2012

To: Enrolled Students - undergraduate students with 100 hours earned—bachelor; undergraduate students with 40 hours earned—associate; and all graduate students (except students who have already applied for fall semester conferral of degree)

From: OHIO Registrar

Subject: Fall Graduation Application Available and Deadline to Apply

Hello,

The graduation application for Fall Semester 2012-13 is available now in the My OHIO Student Center. The deadline to apply for graduation is TODAY, Monday, October 1, 2012, for all degrees.

To apply:

Sign in to My OHIO Student Center:

- Click on "other academic..." drop down box.
- Choose "Apply for Graduation OHIO."
- Click .
- You will be taken to the graduation application pages.

There you will see several tabs. Respond to the questions and complete the fields on each tab, clicking the “continue” button to proceed to the next tab.

When you have completed the fields on all of the tabs, please verify all information entered and then you must submit your application on the last tab by clicking on the “Submit Application” button on the bottom of the page.

NOTE: Once you submit your application, any changes to it must be sent to graduation@ohio.edu or by phone to 740.593.4196. After the application deadline of Monday, October 1, 2012, you will not be able to sign back into the application.

Detailed Instructions:

1. Sign in and go to Apply for Graduation OHIO as indicated above.

2. Click the radio button “Apply for Graduation” for the major(s), minor(s), and certificate(s) for which you wish to make an application.
   a. If you plan to complete any of the major(s), minor(s), or certificate(s) at a later date, please click the radio button “I plan to complete at a later date.”
   b. If you do not plan to complete one or more of the major(s), minor(s), or certificate(s) then please select the radio button “I will not complete this.”
3. Click the continue button.
4. Verify your name appears as you wish for it to appear on your diploma and in the commencement program. Make changes as needed. **Note - legal name changes require documentation.**
5. Click the continue button.
6. Change your diploma address to where you wish your diploma to be mailed if it is not already listed.
7. Click the continue button.
8. Several questions will appear and you may use the magnifying glass to select answers for most questions, but other answer fields will be freeform text. The following questions are mandatory and you must select an answer or you will not be able to submit your application: “Are you intending to enroll in classes in the next term”; “Do you plan to attend the spring commencement ceremony in Athens to be held in May of 2013”; “Are you currently registered for coursework at another institution”
9. Click the continue button.
10. You must click the “Submit Application” button located on the bottom of the “Save Application” page to complete your application.

Please note that you will not receive any confirmation other than the last page, which will indicate “REVIEW MODE – CANNOT MAKE CHANGES” once you click the “Submit Application” button. Please print this page. You may not make changes after you have saved the application so verify all the information is as you wish before clicking the “Submit Application” button. You may log back in to view your selections but you will not be able to change anything and you will need to contact graduation@ohio.edu or 740-593-4196 to make changes. After the application deadline of **TODAY, Monday, October 1, 2012**, you will not be able to sign back into the application.