



OHIO
UNIVERSITY

Office of the University Registrar

Email Announcement

Date: February 18, 2013
To: Students who may be Eligible to Graduate Spring Semester 2012-13
From: OHIO Registrar – Graduation
Subject: DEADLINE TODAY: Apply for Graduation

Hello,

For those of you who have applied for graduation since the application became available last week, thank you for your promptness and please disregard this message.

The graduation application for Spring Semester 2012-13 is available in the [My OHIO Student Center](#). The deadline to apply for graduation is **Monday, February 18, 2013**, for all degrees. **Note: Some users have experienced issues with Internet Explorer (in particular, IE8) when using the graduation application. It is suggested you use either [Firefox](#), [Chrome](#), or update to [Internet Explorer 9](#).**

To apply:

Sign in to My OHIO Student Center:

- Click on "other academic..." drop-down box.
- Choose "Apply for Graduation OHIO."
- Click the double arrow to the right of the drop-down box.
- 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 you need to make must be sent to graduation@ohio.edu or by phone to 740.593.4196. After the application deadline of **Monday, February 18, 2013**, 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.

- 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.”
 - 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. **Note: Diplomas will not be mailed until 8 weeks after the term end date.**
 7. Click the continue button.
 8. Several questions will appear. **You will need to use the magnifying glass to select answers for all YES or NO questions.** 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:
 - Please indicate which semester you plan to complete your degree requirements.
 - 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?

Note: If you choose to order a cap/gown you will need to select the size from the drop-down menu within the field that will open once you have answered “YES” to the cap/gown question. You will also need to indicate which campus you will pick up the cap/gown using the drop-down menu in that field. If you select “NO” and decide later to order a cap/gown you will need to visit <https://commerce.cashnet.com/ohiocapgown> beginning March 1, 2013, through April 8, 2013.

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.
11. **Your student account will be charged for the application fee and/or reapplication fee as applicable as well as for the cap/gown should you decide to order one. The fees will not be added to your account until mid to late March.**

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 **Monday, February 18, 2013**, you will not be able to sign back into the application.

Best wishes for a great spring semester,

Debra M. Benton
University Registrar