

From: OHIO Registrar graduation@ohio.edu
Sent: Monday, August 25, 2014, 3:21 PM
To: Students who may be Eligible to Graduate Fall Semester 2014-15
Subject: Graduating Fall? Application for Graduation is Available

Hello,

The graduation application for Fall Semester 2014 is available in the [My OHIO Student Center](#). The deadline to apply for graduation is **Monday, September 29, 2014**, for all degrees. **Note: Internet Explorer 10 is not compatible with the graduation application. I recommend using Firefox, Chrome, Safari, or Internet Explorer 11.**

To Apply For Graduation:

Sign in to the [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.
- Respond to the questions and complete the fields on each page, click the "Save and continue" button to proceed. For detailed instructions, see below.
- When you have completed the fields on all of the pages, please verify all information entered is correct. Once the application has been reviewed make sure to click "Complete Application" at the bottom of the page.
- A confirmation email will be sent to your OHIO email address.

NOTE: Once you submit your application, any changes must be sent to graduation@ohio.edu or reported by phone to 740.593.4196.

Congratulations and best wishes on your final semester,

Debra M. Benton
University Registrar
Ohio University

Detailed Instructions:

1. Sign in and go to "Apply for Graduation OHIO" as indicated above.
 - All majors, minors, and certificates will be displayed and will default to "Apply."
 - If you plan to complete any of the major(s), minor(s), and/or certificate(s) at a later date, select "Will complete later" from the drop down box to the right of the major(s)/minor(s)/certificate(s).
 - If you do not plan to complete one or more of the major(s), minor(s), and/or certificate(s) then please select "Will never complete" from the drop down box to the right of the major(s)/minor(s)/certificate(s).
 - If it is presented, please answer the question "Will you be enrolling in a future term?" by selecting Yes or No from the drop down box. The default is No, so if you will be enrolling in a future term you will need to select "Yes."
1. Click "Save and continue."

2. Verify your name appears as you wish for it to appear on your diploma and in the commencement program. Make changes as needed. **Note: Name changes other than shortening your first and/or middle names or removing your middle name require documentation.**
3. Click "Save and Continue."
4. 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 semester end date.**
5. Click "Save and Continue."
6. Pending Transfer Courses should be entered if you are using credits from another institution to complete your degree requirements. Enter the institution name, course title, and the hours being transferred.
7. Click "Save and Continue."
8. Several questions will appear:
 - Do you plan to attend the commencement ceremony at Athens Campus in May? **Note: This question must be answered or you will not be permitted to continue.**
 - Are you planning to attend the commencement ceremony at one of the regional campuses in Spring? **Note: If you select "Yes" you will be required to select one of the regional campuses from the drop down box that appears.**
 - Are you currently registered in a departmental honors project? **Note: If you select "Yes" you will be required to select one of the department names from the drop down box. If you select "other" you will be required to enter the information in the free form field that will appear.**
9. Click "Save and continue."
10. If you are applying for a baccalaureate degree, you will be given an optional survey to complete.
11. Click "Continue."
12. You will now see the review page with all the information you entered. You may edit the information by clicking on the green "Edit" button in each section of information. If you select "Edit" you will be taken back to that section and then you will proceed through the remainder of the application from that point on. You will see at the bottom of the review screen any charges your account will be assessed. Charges will post within 24 hours of your completed application.
13. Once you are satisfied with your application information, scroll to the bottom of the page and click "Complete Application." You will then see at the top of this page the message "Your application for Fall Semester 2014-15 is complete!" along with a confirmation number. You should print this page for future reference.
14. You will receive a confirmation email to your OHIO email account which will include the confirmation number that is displayed on your completed application.