



Pre-Graduation To-Do List

Use the following information and our website to answer all of your questions regarding commencement. Graduating students will receive commencement related information via e-mail in approximately the 7th week of their semester of expected graduation. Additional information is available [here](#).

Should your plans to graduate change, notify the College Office: 100 Agricultural Administration, (614) 292-1734.

Junior Year

Review Your Curriculum and Degree Audit

The Ohio State University requires its students to follow the curriculum within the degree that the student is earning. Please pay particular attention to the bulleted items under the college requirements. To view the curriculum requirements for your degree within our college, click [here](#).

Click [here](#) to read about and view your Degree Audit.

Verify the Name on Your Degree Audit

Please review your name on your advising report or degree audit (the name on your diploma will match the name that you have listed on the University Registrar's website). If you want to change your name, you must complete a "[Request for Change of Record](#)" form and provide appropriate documentation.

The form can be submitted to 100 Agricultural Administration or the 1st Floor of the Student Academic Services Building. Please submit the name change documents prior to completing the Application for Degree.

Meet with Your Academic Advisor

For a final evaluation of your requirements, to formulate a plan for graduation, and determine the classes you need to take during your last two semesters. It is a good idea to have your degree audit with you at this time. If you are unsure who your faculty advisor is, check your Student Center in [Buckeye Link](#). If the advisor is not listed or is wrong, contact the Coordinating Advisor for your major. Click [here](#) to see a list of the college's Coordinating Advisors.

Start the Job Search Process

Several companies visit campus to interview, plus you can make your resume available to prospective employers online through the [College's Career Services Center and HireaBuckeye](#).



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Submit Your Application for Graduation

Deadlines are listed on our Graduation page on the website.

The application for your degree will be reviewed within approximately one week of submission and an e-mail will be sent to you indicating approval or concerns that need to be addressed. Any changes in the course plan after application submission should be e-mailed to [Lynn Mande](#) and the changes will be added to the application. It is your responsibility to understand the graduation requirements and the implications of changing the plan.

No paper Applications for Degree will be accepted.

Senior Year

Verify Your Address

[Update your Addresses \(Local and Permanent\)](#) where it says "Change Address" to ensure you receive all pertinent information without delay. Check this address for mail in addition to logging into your OSU e-mail on a regular basis.

Pay Your Financial Obligations

Pay any fees, tickets, fines, etc. before commencement. You will not receive your diploma, may not order transcripts, or have other documents released if you have unresolved financial obligations to the university.

Have all HOLDS Removed

Complete a [Financial Aid Exit Interview](#) (if required)

Verify Graduation Deadlines for our College

Visit the OSU Bookstore

Visit the OSU Bookstore for your graduation announcements, university ring, cap, gown and tassel information.

Complete the Career Services Placement Survey

Career Services would like graduating seniors to provide employment information so that our college can have accurate statistics. You will receive this survey in the letter you are e-mailed during your semester of graduation. Its return is requested prior to rehearsal and if it is not received by then, you will be asked to complete it at rehearsal.



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Attend the Senior Recognition Luncheon

In our college, seniors are recognized the semester they graduate for their accomplishments. Graduating seniors will be invited via e-mail to the celebration that is usually held just prior to graduation rehearsal. Students graduating with Distinction and Latin Honors are also recognized at this luncheon.

Attend Graduation Rehearsal

Graduating seniors will receive an e-mail approximately the tenth week of the semester in which they intend to graduate with instructions including the date, time, and place of rehearsal practice. This information will also be posted [here](#). Graduation rehearsal will typically be held the Friday before commencement every semester. You will be expected to stand with other students within our college. The rehearsal lasts about an hour and a half. You will not need to wear your cap and gown to the rehearsal at this time.

Attend the Commencement Ceremony

Commencement ceremonies are typically held on a Sunday afternoon. No tickets are required and there is no limit on the number of guests attending. During the ceremony, which will last about two and a half hours, the president, the provost, and your cadet marshals will provide directions. Please listen carefully to their signals. Ohio State is one of the few institutions that distributes actual diplomas at commencement; therefore, we ask that students participate in the ceremony or notify us of your plan to not participate. Should you decide not to participate, you must notify the College Office, 100 Agricultural Administration, of your plan not to attend by the deadline set in your instructional e-mail. Participation in the ceremony is reserved for graduates only. The Ohio Stadium is the location for Commencement during Spring Semester only. At this time, Autumn and Summer Commencements are held at the Jerome Schottenstein Center. Click [here](#) for more information about commencement.



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