TO: OHIO Students

FROM: OHIO Registrar – Graduation (graduation@ohio.edu)

SUBJECT: IMPORTANT - Graduation Application available and deadline to apply

BODY OF MESSAGE FOLLOWS:

Hello,

The graduation application for Spring Quarter 2011-12 is available now in the [My OHIO Student Center](https://sis.ohio.edu/psp/csprd/EMPLOYEE/HRMS/c/20SA_LEARNER_SERVICES.SSS_STUDENT_CENTER.GBL). The deadline to apply for graduation is **Tuesday, April 17, 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 save your application on the last tab by clicking on the “Save Application” button on the bottom of the page.**

NOTE: Once you save 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 **Tuesday, April 17, 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.
	1. 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.”
	2. 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. **Note – the first question asks you to select the quarter you plan to complete your degree requirements. You must answer this question.**
	1. **If you will complete your requirements at the end of spring quarter or you have already completed your requirements in a previous quarter, then select SPRING 2011-12.**
	2. **If you will complete your requirements at the end of summer quarter 2011-12 then select SUMMER 2011-12.**
	3. **If you will not complete your requirements until the end of fall semester 2012-13, then select FALL 2012-13.**

Selecting a term other than spring will result in an automatic reapplication in the term you selected and your account will be charged an additional $5 for the automatic reapplication.

1. Click the continue button.
2. You must click the “Save 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 “Save 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 “Save 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 April 17, 2012, you will not be able to sign back into the application.