

DEPARTMENT OF PHYSICS

GRADUATION TO-DO LIST

- Major Program Forms (also known as a BINGO sheet) must be complete no later than the quarter BEFORE the anticipated graduation date.** Major Program Forms can be found at the bottom of the link: http://www.physics.ohio-state.edu/undergrad/ugs_graduation.php. Once you have completed your major program form, email Lindsey Perry (perrylin@mps.ohio-state.edu) to make an appointment to check and approve your program. This appointment will last AT LEAST 30 minutes. Bring an Advising Report or Degree Audit to this meeting. These can be downloaded / run from the “Grades and Advising” tab on Buckeye Link. If you are planning courses, necessary for graduation, which are not yet complete - please put “IP” in place of the grade. Fill in all blanks above the line marked “FOR OFFICE USE ONLY”
- Signed Major Program Forms are due in the College advising offices no later than the beginning of the anticipated quarter of graduation.** Honors students should see an honors advisor in Enarson Hall with your signed Major Program form for details on applying for graduation. Non-honors students should make an appointment with a GEC advisor in Room 130, Denney Hall for: GEC checkout, application for degree, and submission of major program form. Graduation Applications must be completed in the College Advising Offices no later than the *beginning* of the quarter you wish to graduate
- Make sure you have an active OSU email account.** The Department, College and University will send important information directly to your OSU e-mail account the quarter you plan to graduate. Be sure your account is not full and is accepting incoming e-mails. If you currently forward your OSU e-mail to a private account, you may not receive important e-mail regarding your graduation.
- After you have scheduled your final classes for your graduation quarter and after you have met with and completed an Application for Degree with the College Advisors, run a Degree Audit Report from the “Grades and Advising” tab on Buckeye Link.** During your quarter of graduation, all sections of the Degree Audit Report should be highlighted in green, showing “completed” and “in progress” coursework. Any sections highlighted in red should be brought to Dr. Hughes’ or Lindsey Perry’s attention immediately.
- By the 5th Friday of your graduation quarter, begin checking the departmental graduation information website:** http://www.physics.ohio-state.edu/undergrad/ugs_graduation.php. You will also begin to receive information about any departmental Graduation activities via email around this time.
- By the 7th Friday of your graduation quarter, read the university commencement website at <http://commencement.osu.edu>** for detailed instructions pertaining to rehearsal and commencement. In particular, review the “Before Commencement” link and complete all instructions for the graduating Class.
- Notify each instructor that you are a graduating senior and check your OSU e-mail account often during the final exams week.** There may be important information sent to you regarding your graduation status.
- Looking for a job?** Contact Cynthia Applin, applin.1@osu.edu; 292-2874 for individual coaching on your resume and interview skills. She can direct you to other on-campus services for interviews, resume referrals and job postings.