

Department of Physics: Engineering Physics

GRADUATION TO-DO CHECKLIST

- **Major Program Forms (also known as a BINGO sheet) and Graduation Applications must be submitted no later than the quarter BEFORE the anticipated graduation date (ie: if you are graduating in the Spring, graduation applications must be submitted by the end of Winter Quarter).** Once you have completed your major program form, graduation survey (email Lindsey Perry for the password), AND graduation application (all 3 can be found under the “Engineering Physics” portion of this link (http://www.physics.ohio-state.edu/undergrad/ugs_graduation.php), email Lindsey Perry (perrylin@mps.ohio-state.edu) to make an appointment to check and approve your program. If you are planning courses, necessary for graduation, which are not yet complete - please put “IP” in place of the grade.
- **By the third week of the quarter you graduate, notify the department of any changes.** After submitting your application, notify your College of Engineering departmental advisor regarding any changes to your projected schedule of classes and/or your anticipated quarter of graduation. Please note that a change in your graduating quarter requires completion of a new application.
- **Make sure you have an active OSU email account.** The College of Engineering 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-mails regarding your graduation. To reverse the forward, go to this link (<https://acctmgt.service.ohio-state.edu/Email.html>), select the “change delivery” tab, and follow the instructions.
- **After you have scheduled your final classes for your graduation quarter, 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 your departmental advisor’s attention immediately.
- **Read the “Important Information re: Graduation” e-mail sent during the 4-6th week of your graduating quarter.** The e-mail will contain important information and instructions regarding your commencement. Engineering students do not receive a hardcopy graduation booklet, only the informational e-mail from the College.
- **Upon receiving the graduation information e-mail, be sure to stop by 122 Hitchcock Hall and check your graduation information and line number.** Check your name, hometown, minor(s), and any Latin honors you think you should be receiving. Changes to your hometown can be made directly on the list. Changes to your name can only be processed at 320 Lincoln Tower. **If you are not attending the commencement ceremony, you must complete a commencement excuse form two weeks prior to commencement.**
- **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? ECS can help.** Contact Engineering Career Services (ECS) for individual coaching on your resume and interview skills. Other services include on-campus interviews, resume referrals, and job postings. Call 292-6651, email ecs@osu.edu, or stop by 199 Hitchcock Hall for more information. Check out the ECS web site, too, at <http://career.eng.ohio-state.edu>. **Already employed or have other plans?** Please report this information at <http://career.eng.ohio-state.edu/student/offers-hires-plans-pgrad.php>.