

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 three quarters BEFORE the anticipated graduation date.** Once you have completed your major program form AND an application for degree (both can be found at the bottom 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. This appointment will last AT LEAST 30 minutes. Bring an Advising Report or Degree Audit to this meeting. Advising Reports and/or Degree Audits can be obtained 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.
- **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>.

MAJOR PROGRAM FORM
Bachelor of Science Program in Engineering Physics/GEC's

Name: _____

Phone: _____ SSN: _____

I hereby apply to the College of Engineering for Admission to Candidacy for the degree B.S. in Engineering Physics. **I expect to complete work for the Engineering Physics degree at the end of: _____ Quarter, 20____** (Concentration: _____).

____ Check if updating your quarter of graduation
 ____ Check if registered with the Placement Office, Rm 199 Hitchcock

Signature _____ date _____

E-mail address _____

(Below) INSTRUCTIONS: Put grade next to appropriate course. If course substitutions were made, cross out the relevant course and write in the substitution. Current quarter courses should be listed as "IP" below.

Please PRINT your name EXACTLY as you wish it to appear on your diploma and in your official university records:

First Name MI Last Suffix

LOCAL ADDRESS (will be used to send you commencement information. You are required to report changes in information to the graduate coordinator immediately.)

Street _____

City _____ State _____ Zip code _____

HOMETOWN (this is the city listed as your hometown in the commencement program).

City _____ State _____

Date logged in: _____ Date reviewed: _____ Initials: _____

Math	151	5	_____	Physics	131	5	_____
Math	152	5	_____	Physics	132	5	_____
Math	153	5	_____	Physics	133	5	_____
Math	254	5	_____	Physics	261	4	_____
Math	415	4	_____	Physics	262	4	_____
Math	568	3	_____	Physics	263	4	_____
Math	513	3	_____	Physics	295	1	_____
				Physics	416	4	_____
				Physics	517	4	_____
				Physics	555	4	_____
Chemistry	121	5	_____	Physics	616	4	_____
Chemistry	125	4	_____	Physics	621	4	_____
Eng Graph	167	4	_____	Physics	631	4	_____
Mech Eng	410	5	_____	Physics	632	4	_____
Eng	181	3	_____	Physics	633	4	_____
Eng	183	3	_____	Physics	656	4	_____

Physics Elective

Course _____ Credit hrs _____ Grade _____

Proposed schedule for your last two quarters

Qrt/Yr: _____
 Course & Number *Options
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____

Qrt/Yr: _____
 Course & Number *Options
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____

Qrt/Yr: _____
 Course & Number *Options
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____

General Education

*One of these courses must be a **SOCIAL DIVERSITY** course

English & Comm Skills (13)
 English 110 5 _____
 English * 367.xx 5 _____
 Physics 596 3 _____

Social Science * (9)
 _____ () _____
 _____ () _____

Historical Survey (10)
 _____ () _____
 _____ () _____

Arts & Humanities* (9)
a. Literature (1 course)
 _____ () _____
b. Visual/Performing Arts or Other Humanities (1 course)
 _____ () _____

Program Approved

Adviser's Printed Name _____ Date _____

Adviser's Signature _____
 Exit Interview & Picture Done _____

ENGINEERING TECH ELEC (30 hrs)

_____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____
 _____ () _____

Earned hours to date _____
 ___ Qtr proposed hours _____
 ___ Qtr proposed hours _____
 Total proposed hours _____
 Hrs required for degree _____
 Final CPHR _____

Options: Audit=R, PA/NP=p,
 Grad School Credit-G