

DEPARTMENT OF PHYSICS

GRADUATION TO-DO LIST

- Complete the graduation survey.** You must complete the graduation survey before meeting with Lindsey Thaler or Dr. Hughes to complete your graduation paperwork. A link to the survey can be found at www.physics.ohio-state.edu/undergrad/ugs_graduation.php and will take 10-15 minutes to complete. Please contact Lindsey Thaler for the password to the survey. Your major program form will not be signed until after you've completed the graduation survey.
- Major Program Form (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 Thaler (thaler.21@osu.edu) to make an appointment to check and approve your program. This appointment will last 20-30 minutes. Bring a COMPLETED Advising Report to this meeting. If you are planning courses, necessary for graduation, which are not yet complete - please put "IP" in place of the grade.
- 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 100, 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 Thaler'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 Arts & Sciences Career Services located at 48 Townshend Hall or visit their website at ascareerservices.osu.edu for individual coaching on your resume and interview skills, and for a list of job openings and potential employers.