September 19, 2005

Dear Graduating Senior,

Congratulations! You are in the final quarter of your college career! I will be your contact this quarter for any commencement type issues that come up. If you are planning not to graduate this quarter and have received this e-mail, please turn in a new application for graduation immediately, if you have not already done so. Failure to do this may result in not being able to schedule the next quarter.

**Graduation issues e-mail**
I have already sent e-mails to those students whose audit did not run complete after inserting this quarter’s classes. If you did receive an e-mail and know what the problem is, please contact me anyway! You may have a different issue than what you think or maybe some paperwork has not been processed that I will want to expedite to ensure a trouble free certification of your record. A typical issue is transfer credit that has not posted to the OSU system at this point. I am asking students who have outstanding transfer credit to bring me an official transcript in a sealed envelope just in case the credit does not post in a timely manner. You should have sent it to admissions by this time, but if it does not post in the next week or two, I would like a transcript in a sealed envelope as well. If I do not have the transcript or the credit has not posted by the end of week 3, I will be taking you off the commencement list for SU 05. In order to be put back on you will need to provide me with the transcript or let me know that the credit has posted.

**Name Change Policy**
We will be using the name listed with the University for your Diploma and program. To view your name, go to the registrar’s on line service [http://www.ureg.ohio-state.edu/Indexes/current.html](http://www.ureg.ohio-state.edu/Indexes/current.html) and click on the advising report. The name is listed on the top of the advising report as it will appear on your diploma. If you wish to make changes, fill out a name change form in 320 Lincoln tower by the end of the second week of the quarter. Please read the name change policy for specific information, which you can find at [http://fisher.osu.edu/undergrad/graduating/index.html](http://fisher.osu.edu/undergrad/graduating/index.html).

**Transfer credit**
Because of this collapsed time to certify students, we will not be able to guarantee that you will receive a diploma if you take courses at another institution your last quarter. If you have already scheduled a class at another institution, please see me for directions on how to proceed so that we have a better possibility of receiving your grade in a timely fashion.
2nd Audit and notification to students with unresolved issues
I will again be auditing graduating students’ records the fourth week of the quarter. After week 4 (week 5 Spring quarters), I will be notifying students by mail that they have been taken off the commencement list if an issue remains unresolved. Students will need to see me to be added back on the list once the issue has been resolved. This includes not paying fees by this date or not turning in a transcript with needed credit.

Verification of Name, Hometown, Major
The Monday of the fifth week of the quarter (sixth week for Spring) I will have a binder at the front desk in room 120 Schoenbaum listing all of the graduating seniors, their hometowns, any honors and majors. Please check this book and make sure everything is listed the way you want it. Fill out a blue form to change hometown or to let me know if the majors and minors are not correct. Name changes will need to be made by filling out a name change form in room 320 Lincoln Tower.

Commencement Instructions
Commencement instructions will be mailed out at the end of week 6. We are using your local address according to the University records. To update your address, go to http://www.ureg.ohio-state.edu/indexes/current.html and click on Change Address. Please do this before week 6 to ensure that your instructions are mailed to your current, local address. You should be receiving your commencement instructions the beginning of week 7. These instructions will give you times of rehearsal and commencement, where to get cap and gown and should answer most of your other questions.

If you have not received your Instructions and line numbers by November 9, line number and extra instructions will be at the front desk in room 120 Schoenbaum Hall.

I will be reserving the mornings for walk-ins for graduating seniors from 9:00 - 11:30 am on Monday Tuesday Thursday and Friday mornings and from 10-11:30 on Wednesday mornings this quarter, except during week 4 when I will be auditing your record. If you have any questions or concerns pertaining to graduation, please call the front desk that morning before you make the trip to make sure I am available. The front desk number is 292-2715. If you e-mail me, please put graduation in the subject line so that the message gets forwarded in the graduating seniors file. My direct phone number is 292-5314.

Notification of graduation problems after all grades are turned in
I will be calling and e-mailing any students who will not be receiving a diploma during commencement due to failing grades or missing grades on the Friday of
finals week and the Saturday morning before commencement until 12 noon. Please make sure you are reachable during these times, especially if you think you have a problem. Grades will be posting all during final weeks and you need to be checking, especially at the end of day on Friday. Anytime you see an issue that you believe will be a problem for you to complete graduation requirements, please call, E-mail me or stop in room 120 to see me. I will be available on a walk-in basis all of finals week.

Honors Designations

If you are currently in one of the following honors programs (Accounting Honors, Business Administration Cohort, and Business Administration Contract) and successfully complete all the requirements necessary to fulfill your honors program, you will be Graduating with Honors and will have that designation on your diploma. You will then be eligible wear honors cords during the ceremony. Please see Melinda McDonald to make sure you are on track with your program or if you have any questions about what you need to do to be successful in completing your honors requirements.

If you have a cumulative grade point of 3.5 or higher with 90 or more hours completed at Ohio State, you will be receiving Latin Honors and will be eligible to wear honors cords as well. Latin Honors are based on your grades prior to your last quarter. If your grade point goes up your final quarter, your diploma and permanent records will show the change, however the commencement program is printed before the final grades are in and will only reflect any Latin Honors earned in the previous quarters.

The Latin Honors are as follows:

3.5-3.69 Cum laude
3.7-3.89 Magna Cum laude
3.9-4.00 Summa Cum laude

All Honors cords can be picked up at the front desk in room 120 Schoenbaum during finals week. Please bring some kind of identification to use when picking up your cords.

Important dates for this quarter:

Before the quarter started Students with problems will be notified by e-mail (already started)
October 7 All outstanding credit from previous quarters for
Grad seniors needs to be posted or I have official transcript with credit listed

4th week Oct 10-14 Will be auditing student records and will be unavailable this week to see students

5th week October 17 Students with unresolved problems will be sent a letter stating that they have been taken off the commencement list

October 17 A list of graduating seniors, major and hometowns will be available for students to review at the front desk of room 120 Schoenbaum

7th week-October 31 Students will be receiving graduation instructions the beginning of this week

November 28 Students not wanting to march in the ceremony need to turn in forms stating they will not attend commencement.(these forms are on line at the Fisher web page under undergraduate programs/instructions for graduating seniors and are also located at the front desk)

December 8 Grades due at midnight for seniors taking exams Mon-Weds

December 9 Rehearsal is at 1:00

December 9 Grades due at noon for students taking finals on Thursday

December 9 Certification of graduating seniors and notification to students with problems by phone calls and e-mails

December 10 A list of students who will not be receiving live diplomas will be forwarded to the registrar’s office due to missing grades and other unresolved issues by 12:00 am noon. All issues will need to be resolved before this time in order to receive a diploma on Sunday.

December 11 Commencement at 2:00

Once again congratulations and good luck with your final quarter!
Terri Hoying
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