WHAT DO I NEED TO KNOW ABOUT GRADUATING?

Are you expecting to graduate sometime during the 16-17 academic year? During your last two semesters, follow these simple steps to make sure you graduate, that your family receives information about graduation events, and that your student record reflects the most correct and up-to-date information.

1. You need to review your plans to graduate in light of Oberlin’s Marching Requirements.

To march at Commencement, you must be registered, in your last semester of residence, for all of the work that will complete the requirements for the degree. If you plan to finish away after your last semester of residence, you cannot march until all requirements are completed and the Registrar’s Office has an official transcript on file. Oberlin graduates are permitted to march at Commencement just once. For more information, consult the course catalog. Following are specific links to the requirements for each degree.

   Bachelor of Arts Degree
   [http://catalog.oberlin.edu/preview_entity.php?catoid=36&ent_oid=2921&returnto=975#requ_for_grad]

   Bachelor of Music/Master of Music/Performance Diploma/Artist Diploma
   [http://catalog.oberlin.edu/preview_entity.php?catoid=36&ent_oid=2985&returnto=981#requirementsgrad]

   Double Degree
   [http://catalog.oberlin.edu/preview_program.php?catoid=36&poid=4646]

2. Check your transcript in PRESTO and review your Degree Evaluation.

   If you believe you are on track to graduate, do a simple calculation to check yourself. The minimum number of required courses/credit hours for degrees follow:

   Bachelor of Arts Degree 32 Full Academic Courses/128 credits
   Bachelor of Music 168 Credits
   Double Degree 214 Credits
   Artist Diploma 40 Credits
   Performance Diploma 64 Credits
   Graduate Programs in Music Consult catalog for specific program

   You can review your progress toward your degree in PRESTO using the degree evaluation tool called Degree Works; Degree Works will tell you which institutional and major requirements you have met or not met. It is your responsibility to monitor your academic progress and to insure that all degree requirements are met. If you notice any discrepancies between what you believe to be your total number of completed courses/credits and what
you see on your transcript and your degree evaluation, email the Registrar’s Office (registrar@oberlin.edu) immediately. Do not put this off.

3. Apply for your degree. The priority deadline to apply is the end of Add/Drop which, in 2016, is September 8.

The Registrar’s Office does not assume you are ready to graduate; therefore, you must tell us you plan to graduate. This is a very simple process; please come to Carnegie 124 and complete an application to graduate. Once we receive your application, we will audit your record against the degree requirements and notify you of any problems that might prevent you from graduating on time. If you do not complete an application by the deadline, you risk not receiving complete information about your graduation status. Until you apply to graduate, neither you nor your family will receive Commencement related materials.

4. Carefully check your email once you apply; the Registrar’s Office will email you with questions and updates. Respond to the email(s) immediately.

5. Decide on a major or majors/minor or minors; make sure that you have told the Registrar’s Office what majors you intend to complete. Forms are available in the lobby of Carnegie.

When we check your record to determine that you have completed all degree requirements, we will use whatever information is on your record. If you don’t keep your information up to date, we may determine that you are not eligible to march or graduate. The deadline to declare, change or drop majors or minors on the last day of add/drop for the semester in which you intend to graduate. Follow the deadlines listed below.

<table>
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<tr>
<th>DEADLINES TO DECLARE MAJORS OR MINORS</th>
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<tbody>
<tr>
<td>December 2016 Degrees</td>
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<tr>
<td>May 2017 Degrees</td>
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If you make changes after this date, we cannot guarantee that you will be on track to receive your degree, diploma and Commencement related materials on time.

6. If your address or your parent's/family's address changes:
Please email us so that we can send Commencement related materials to you at the correct address. Forms are available in the Registrar’s Office.

7. Are you transferring credits from another institution?
If you intend to transfer credits to Oberlin to apply toward your degree, begin the process immediately. Request a transcript, if you haven’t already, from the institution where you completed the work. It must be sent to us in a sealed envelope. Do not put this important step off; you will not be allowed to march at Commencement if we do not have an official transcript on file. The deadline to submit transcripts is the end of the fall or spring recess in the semester in which you graduate. (e.g., if you are graduating in December, you must submit a transcript to the Registrar’s Office no later than the Monday after Fall recess; if you are graduating in May, the Monday after spring recess.) Allow several weeks’ time for the
other institution to process your request and mail the transcript to us; remember we must then evaluate the transcript and correspond with you if there are any questions.

8. Will you complete your requirements in a month other than May?
If so, then you need to remember that special dates will apply to you. In addition, if you are eligible to return for the May Commencement and chose to do so, you need to keep in touch with the Registrar’s Office so that we can plan for your return.

**TIMELINE OF EVENTS FOR STUDENTS GRADUATING IN MAY 2017**

**Fall Semester**
- Deadline to apply for your degree: **September 8. After this date, we cannot guarantee that you will be able to march at Commencement or that your name will appear in the Commencement Program.**
- If you are graduating in December (or mid-year), declare your majors/minors by the end of add/drop.
- Consult the Oberlin College Catalog for degree requirements and check your transcript on PRESTO.
- Request official transcripts for any work you are transferring back to Oberlin. Consult the Registrar’s Office for any needed signatures to transfer the work. If you are graduating in December, you must submit all transfer of credit by **October 24.** If you are graduating in May, you must submit transcripts by **March 27.**
- A Blackboard site for potential graduates will be set up and you will begin receiving information about Commencement.
- A mailing will be sent to parents/families graduating in December. This mailing will include a preliminary schedule of events in May and information about tickets and accommodations.

**Spring Semester**
- First week of classes: Check your Degree Evaluation in Degree Works to make sure you will meet all requirements for your degree and will be able to march at Commencement.
- By the end of Add/drop: Declare/change/drop majors/minors/concentrations.
- The Registrar’s Office will send you an email after Add/Drop if there are any problems with your ability to march at Commencement.
- In late February/early March, a mailing regarding Commencement will be sent to your family. This mailing will contain the schedule for Commencement weekend, information about accommodations in the area and on campus, information about reserving rooms on campus and tickets for events, and information about photographs and Commencement invitations.
- If you are returning to march after receiving your degree during the academic year, the Registrar’s Office will contact you regarding reservations for Commencement weekend. You must respond to this mailing if you plan to march at Commencement.
- The dean’s office of your school will correspond with you regarding how you wish your name to be pronounced at Commencement.
- All transfer of credit requests must be submitted to the Registrar’s Office by **March 27.**