Graduation Application Process –

- Submit a graduation packet to the Registrar’s Office, 1-2 terms prior to graduation.
- Register for all courses prior to submitting your graduation packet.
- **Graduation packet contains:**
  - Completed Graduation Application
  - Current Degree Evaluation that you print from Self Service Banner. Please conserve paper by printing your evaluation back-to-back.
  - Program Completion Form, if needed.
- If your evaluation contains requirements showing as “NO” for “Not Met,” meet with your advisor. A Program Completion Form will need to be filled out, indicating how missing requirements will be completed. This form is located on the last page of this packet.
- If evaluation indicates all requirements are “YES” for “Met” there is no need to file a Program Completion Form.
- The Registrar’s Office will review your graduation packet and notify you and your advisor via e-mail of your graduation status. This process can take up to 10 weeks.

**Reviewing Degree Evaluation On-Line –**

You may review and print your Degree Evaluation by going on-line to our webpage [www.otterbein.edu](http://www.otterbein.edu).

- Enter My O-Zone with your student ID # and PIN.
- Select My Banner
- Click on Student, then on next screen Student Records
- Scroll down midway on this page, click on Degree Evaluation
- A term will automatically fill-in, click Submit
- At the bottom of page, click Generate New Evaluation
- Review your Degree Evaluation, checking for any discrepancies

All completed or in-process program course requirements will reflect that they have been “Met” and have a “YES” in **BLACK** in the left column. The audit assumes you will successfully complete all of the courses in which you are enrolled. A “NO” highlighted in **RED** in the left column will show requirements that are “Not Met.” The missing courses will be highlighted in **BLUE**.

**Avoid Graduation Pitfalls –**

- Register for all courses before completing your Graduation Packet, including Independent Studies and Internships prior to submitting your Graduation Packet
- Course substitutions or waivers need to be submitted to the Registrar by Department Chairs, at your request
- Changes to your degree program should be made with the Registrar, prior to completing a Graduation Packet. Changes may include: catalog, degree, major(s), minor(s) or concentration areas.
- A Transient Course Approval Request must be submitted to the Registrar before taking courses at another institution, other than Columbus State. A course equivalency guide for Columbus State may be found on-line at: [www.otterbein.edu/Files/pdf/Registrar/CSCC.pdf](http://www.otterbein.edu/Files/pdf/Registrar/CSCC.pdf).
- Submit outstanding official transcripts from other schools upon completion of each term.
- Changes to your schedules could delay your graduation. Verify changes with your advisor, then generate a new Degree Evaluation to assure all requirements have been MET.
CONTACT INFORMATION:

Name: ___________________________________________________________________________
Last                                                First                                                  Middle                        Student ID # ___________________

Maiden Name (if applicable): ______________________________________________________________________________________________________

Otterbein e-mail address: _____________________________________________________________________________ Program Advisor: ___________________________

Mailing Address:
Number & Street ____________________________________________ Apartment # ____________________________

City ____________________________________________ State ________________________ Zip + 4 ____________

Home phone ____________________________ Cell phone ____________________________ Work phone ____________________________

Have you previously completed an undergraduate degree?  _____ yes  _____ no
If yes, what type of degree and major did you complete? ____________________________________________________

GRADUATION DATE:
end of Summer Session, Aug. 23, ________ yr.  end of January Term, Feb. 28, ________ yr.
end of Autumn Semester, Dec. 23, ________ yr.  end of Spring Semester, May ________ yr.

There is one commencement ceremony held each year in May.
Graduates who have finished within that academic year are invited to participate in the ceremony.

DEGREE TYPES:

BA (Bachelor of Arts)  BSE (Bachelor of Science in Education)  MAT (Master of Arts in Teaching)
BS (Bachelor of Science)  BSN (Bachelor of Science in Nursing)  MSAH (Master of Science in Allied Health)
BFA (Bachelor of Fine Arts)  MA (Master of Arts in Educational Mathematics)  MSN (Master of Science in Nursing)
BME (Bachelor of Music Education)  MBA (Master of Business Administration)  MSN/MBA (Masters: Nursing & Bus. Admin)
BMUS (Bachelor of Music)  MAE (Master of Arts in Education)  DNP (Doctor of Nursing Practice)

DEGREE INFORMATION:

DEGREE _________________________ 2ND DEGREE (if applicable)_____________________

Major 1________________________________________________________________________/concentration(s) __________________________________________

Major 2________________________________________________________________________/concentration(s) __________________________________________

Minors ____________________________________________________________________________

IF SEEKING OHIO TEACHER LICENSURE:
Indicate the year of Teacher Education Booklet you are following __________
Teaching Field(s) ____________________________________________/grade level __________
Teaching Endorsement(s) ____________________________________________/grade level __________

I understand it is my responsibility to know the requirements of my degree program and to complete them prior to graduation.
Degree requirements may be found on-line at: http://catalog.otterbein.edu/.

Signature ____________________________________________ Date ____________________________

Student Comments: ________________________________________________________________

For office use only:
_____ checked Add'l Info  SHACRSE  Generation Date: __________________
_____remove old degree requests  SMARQCIM  Request #: _____________________
_____subs/waivers from  SMASADJ  
_____entered Grad Term of SHADEGR/SGASTDN  
_____entered AP/PN for Graduation & Outcome Status SHADEGR  
_____entered graduation date SHADEGR/SGASTDN  Advisor: ___________________________
_____corrected program data SFAREGS/SGASTDN  E-mailed: ______________________________

Revised 8/13
Program Completion Form

- Record all missing requirements from your Degree Evaluation below and indicate how they will be met.
- A Transient Course Approval Form must be submitted to the Registrar’s Office prior to taking courses at another institution, with the exception of Columbus State. See on-line Course Equivalency Guide for Columbus State courses.
- Include schedules or official transcripts for courses from another institution.
- Staple this form and other institution’s schedules to your Graduation Application and Degree Evaluation.

Student Name ___________________________________________  ID# __________________

*Examples of how to complete this form are shown in the shaded area below.

<table>
<thead>
<tr>
<th>Missing Requirement</th>
<th>Term requirement will be taken at Otterbein</th>
<th>Transfer or Study Abroad (institution, term, their course #, title of course, preapproval needed if other than CSCC, must submit official transcript or schedule with packet)</th>
<th>Sub or Waiver to be issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>*HLED 4900</td>
<td>Internship/Summer 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*BADM 3500</td>
<td>Independent Study/Autumn 2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*CHEM 1500</td>
<td>OSU, Spring 2013, CHEM 172- Chemistry II, course preapproved by Registrar, schedule attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*THR 4010</td>
<td></td>
<td>Theatre Dept Chair has approved a waiver form</td>
<td></td>
</tr>
</tbody>
</table>