



Student Academic Support Services Center  
Dartmouth College  
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TO: June Graduates

FROM: Brian Reed, Associate Dean for Student Academic Support Services and Dean of Undergraduate Students

DATE: May 2019

SUBJECT: PRE-COMMENCEMENT OBLIGATIONS

Congratulations on your upcoming Commencement. In order to ensure that you receive a diploma after completing all academic and degree requirements, please review the list below and make sure these items are also resolved by the stated deadline. You will not receive your diploma until your obligations have been settled.

If these obligations remain unresolved, you will not receive a diploma when diplomas are distributed in Baker Library (Main Hall) following the Commencement ceremony. You will then receive your actual diploma by mail after all obligations have been settled and our office is notified.

**1. LIBRARY: Deadline — Wednesday, June 5, 7 p.m.**

Please return all books to the library from which they were borrowed. Fines, lost book bills, and other obligations must also be settled by this deadline. Questions? Email [Baker.Circulation@Dartmouth.edu](mailto:Baker.Circulation@Dartmouth.edu).

**2. COLLEGE BILLS: Deadline — Friday, June 7, 4 p.m.**

Please settle all final Student Account Charges, including DARTCARD charges, tuition, room and board, and other charges either online via D-Pay or at the Cashier's Office, 101 McNutt Hall. Bills will be available electronically on May 25. Questions? Visit the Campus Billing and DartCard Services/Cashier's offices in McNutt Hall or call (603) 646-3230. Office hours are weekdays 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

**3. SHORT-TERM LOANS AND INTEREST PAYMENTS: Deadline — Monday, June 3, 4 p.m.**

Please repay all loans in full at the Campus Billing and DartCard Services office, 103 McNutt Hall. Questions? Visit the Campus Billing and DartCard Services office in 103 McNutt or call (603) 646-3230 – office hours are listed above in the "College Bills" section.

**4. LONG-TERM FINANCIAL AID LOANS:**

All students with long-term financial aid loans must complete an Exit Counseling session for each loan. There are two types of sessions: one for students with Federal Direct Loans and/or one for borrowers of College loan funds (including Federal Perkins Loans). All sessions require personal references and parent/guardian contact information. For references you will need to provide name, address, and telephone number.

**FEDERAL DIRECT LOANS: Deadline — Friday, May 24, 12 p.m.**

Exit Counseling will be completed online. You will receive an email the week of May 8 explaining how to complete the process using the [studentloans.gov](http://studentloans.gov) website. If you need any assistance with the process, please email [financial.aid@dartmouth.edu](mailto:financial.aid@dartmouth.edu) or visit the Financial Aid Office in 202 McNutt.

**COLLEGE LOANS (including Federal Perkins Loans): Deadline — Friday, May 24, 12 p.m.**

Exit Counseling for College loan funds will be completed online. You will receive an email the week of May 8, explaining how to complete the process using the Heartland/ECSI website. If you need any assistance with the process, please email [Student.Loans@Dartmouth.edu](mailto:Student.Loans@Dartmouth.edu), call (603) 646-3230, or visit the Campus Billing and DartCard Services office in 103 McNutt. Office hours are listed above in the "College Bills" section.

During Senior Week, you will be able to verify your completion of these obligations by checking with the appropriate office, listed above. Remember: Should your obligation(s) remain unresolved, you will not receive a diploma when diplomas are distributed in Baker Library (Main Hall) following the Commencement ceremony. You will then receive your actual diploma by mail after all obligations have been settled and our office has been notified.

Please help guarantee a smooth and joyful graduation week by resolving every obligation by the stated deadline. It would be unfortunate if a senior did not receive a diploma because of an unreturned book or unpaid fee or fine. Have a great spring term. We look forward to seeing you at Commencement.