

Graduation Preparation **CHECKLIST**

Degree Application – Apply for Bachelor of Arts Degree

[www.dartmouth.edu/bannerstudent/]

- File a Degree Application in BannerStudent and be sure to complete the PRONUNCIATION section of the application. The Degree Application is used to confirm your intent to graduate; the deadline for completing the Degree Application for Winter and Spring term graduates is **February 12, 2018**. Fall term graduates need to have this completed by **October 16, 2017**.
- (FYI: The PRONUNCIATION section is used by the Readers at the Commencement ceremony.)

BannerStudent: Dartworks (Degree Audit)

[www.dartmouth.edu/bannerstudent/]

- Review your degree audit carefully and confirm completion of degree requirements including:
 - specific course requirements (such as Writing, First-Year Seminar, and Language);
 - distributive requirements;
 - world culture requirements;
 - swim test;
 - PE requirement.
- Contact the **Registrar's Office** to discuss any questions/discrepancies.
- Check with your major/minor department or program about your progress towards completion of the major and/or minor. If any changes have been made to your major or minor, you must update your plan with the department(s).
- Contact the **Physical Education Department** with questions regarding the PE requirement, which includes the swim test.
- **IMPORTANT REMINDER: Do not NRO a course you may need for general education or other future purposes.** A course in which the final standing is NR cannot be used to satisfy a major requirement, distributive, world culture, or specific course requirement. For details on the Non-Recording Option, refer to the ORC.

Center for Professional Development → [www.dartmouth.edu/~csrc/]

- Monitor the Center for Professional Development's website (www.dartmouth.edu/~csrc/) and blog (www.dartmouth.edu/~careerblog) for events, info sessions, workshops, internship opportunities, etc.
- Be proactive: visit the Center for Professional Development's "**Drop-In**" hours or make an appointment (603-646-2215).
- Take advantage of the programs!
- The Center for Professional Development supports all interests and all stages of job search and self-reflection.

Commencement Information → [www.dartmouth.edu/~commence/]

- Utilize Dartmouth's Commencement web page – it will contain all the information you need!
- Read all the mail (via Hinman or US post) and all emails that come to you from **Conferences and Events**, the **2018 Class Council**, and the **Undergraduate Deans Office**.

"Dean's Certification" for Professional Schools

- The primary purpose of a "Dean's Certification" is to obtain information about academic and disciplinary misconduct (or lack thereof). If requested by the professional school, we will report any major disciplinary sanctions [i.e. Conduct (Suspension or Separation) or Academic (Suspension or Separation)]. It is not College policy to report the specifics of the proceedings. *If you plan on applying to law school and have experienced a major disciplinary sanction, please speak with Leslie Blakney, the pre-law advisor in the Center for Professional Development.*
- At Dartmouth, the **Undergraduate Deans Office** attests to the applicant's academic and personal record, if requested by the professional school as part of the "Dean's Certification."
- Please submit the form provided by the professional school to **Colleen Murphy** in the Undergraduate Deans Office in person [Carson 125], or by **emailing Colleen Murphy** a scanned copy (if the professional school allows), or by snail mailing [Hinman 6064 or 6064 Carson Hall, Suite 125, Hanover, NH 03755].
- Because of the high volume of requests, your "Dean's Certification" will take 2-3 weeks to be processed. Please plan accordingly.

Graduation Preparation **CHECKLIST** continued

Family Addresses → [www.dartmouth.edu/bannerstudent/]

- Make sure the addresses for your parents and/or guardians are correct in BannerStudent so that they can receive important Commencement information.

International Students on an F-1 or J-1 visa → [www.dartmouth.edu/~ovis/]

- For assistance generating a letter for family members seeking to obtain a visa to attend Commencement, see <http://www.dartmouth.edu/~ovis/services/invitereq.html>
- Contact the Office of Visa and Immigration Services (OVIS):
 - for final questions regarding the duration, extension, or termination of your immigration status in the United States;
 - to apply for Optional Practical Training, if eligible;
 - to arrange for transfer to another school, if applicable;
 - to arrange for change of level to another school or program at Dartmouth, if applicable; and
 - to pick up any remaining immigration documents from OVIS or USCIS.

Libraries

- Return all borrowed books to the library from which they were borrowed and pay any fines.

Letters of Recommendation

- Contact professors, undergraduate deans and/or employers EARLY for recommendations, allowing for ample time prior to a deadline. It is helpful to provide a current resumé. Recommendations can also be included in your Interfolio Account (www.interfolio.com) for future use.
- **If you are applying to Law School**, you do not need to open an Interfolio Account. You do, however, need to have your letters sent to LSAC Credential Assembly Service. Contact the Center for Professional Development for more information.
- Visit the **Center for Professional Development** website for information about letters of recommendation and writing personal statements.

Campus Billing and DartCard Services → [www.dartmouth.edu/~control/student/]

- Make sure your bill (including DartCard charges, tuition, and room and board) is in good standing with **Student Financial Services**. Watch for a **final pre-graduation bill** that will be sent in May.

Dartmouth Card → [www.dartmouth.edu/~dartcard/]

- Make sure your DartCard balance has been paid; the bill will reflect a variety of administrative fees and fines from campus such as late registrations, parking tickets, resident hall damages and replacement ID cards.

Transcript → [www.dartmouth.edu/~reg/transcript]

- To request a copy of your transcript follow the instructions at <http://www.dartmouth.edu/~reg/guides/transcripts/order.html>.

ENJOY YOUR SENIOR YEAR!

Continue to take advantage of all Dartmouth has to offer. **We wish you the best!**