

Graduation Preparation Spring 2020

— 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 17, 2020**.
- (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
- 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).
- **IMPORTANT REMINDER:** 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 → [<https://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 **2020 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 records. 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 or medical school and have experienced a major disciplinary sanction, please speak with the pre-law advisor or pre-health advisor.*
- Please submit the form provided by the professional school to **Colleen Murphy** in the Undergraduate Deans Office. The form can be scanned and sent via email or mailed to Hinman 6064, Suite 125, Hanover, NH 03755.
- Due to the high volume of requests, your “Dean’s Certification” will take 2-3 weeks to be processed. Please plan accordingly.

Graduation Preparation continued...

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

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

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

- 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
 - to pick up any remaining immigration documents from OVIS or USCIS

Libraries

- Due to COVID-19: To be announced.

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.
- **If you are applying to Law School**, please seek assistance from the Center for Professional Development.
- 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 <https://www.dartmouth.edu/~reg/transcript/>.

WE WISH YOU THE BEST!