

## GRADUATION CHECK LIST

Graduating students must complete the following checklist prior to graduation. If you have any questions, please contact the registrar at 513-862-2493 or email [leah.boerger@email.gscollge.edu](mailto:leah.boerger@email.gscollge.edu) . Failure to complete items any items on this list could delay awarding of the credential earned on your transcript and receipt of your diploma.

### ACADEMIC

\_\_\_\_\_ **Complete the nursing program requirements as outlined in the REQUIREMENTS FOR GRADUATION POLICY. \***

\_\_\_\_\_ **Complete all capstone requirements, including community service hours, and provide documentation to the Department Chair at least five weeks prior to graduation. \***

\_\_\_\_\_ **Complete final ATI testing. \***

\_\_\_\_\_ **If you will take NCLEX anywhere other than Ohio, please see the Secretary for Academic Affairs.**

### FINANCIAL

\_\_\_\_\_ **Complete financial aid exit counseling online. Visit [www.studentloans.gov](http://www.studentloans.gov) at least one week prior to graduation** to complete the necessary exit counseling. Once you complete this, we will receive a confirmation email within 24-48 hours. \*

\_\_\_\_\_ **Make final payments.** Meet with the Bursar **at least one week prior to graduation** to ensure that you have no outstanding financial obligations. \*

### COMMENCEMENT

\_\_\_\_\_ **Order cap and gown and announcements** from Jostens: [www.shopjostens.com](http://www.shopjostens.com) or call 1-800-854-7464. You must order your cap and gown **AT LEAST FOUR weeks prior to graduation.**

\_\_\_\_\_ **Digital Pix Co. takes graduate photos. The date for the photos will be sent via email and they will be held in the 8<sup>th</sup> floor formal lounge. The sign-up sheet for time slots is on the 8<sup>th</sup> floor on the graduation bulletin board.**

### ADDITIONAL EXIT REQUIREMENTS

\_\_\_\_\_ **Complete the Application for Graduation, along with graduate exit questions (included with /this checklist),and return it to the Registrar at least four weeks prior to graduation.** Please view your student account to ensure that all directory information is accurate and that your first, middle, and last name are spelled correctly. Your name - as it is listed in SONIS - is how it will appear on your diploma. If you need to make a correction or change, please do so as soon as possible. Please verify that your address and phone number are up to date. \*

\_\_\_\_\_ **Return all library books/educational materials to the library by the Friday before graduation.**

\_\_\_\_\_ **Return your badges and parking pass in the collection box at the strawberry breakfast.**

### OTHER ITEMS OF INTEREST

Immediately after graduation, your status will be changed from *student* to *alumni* in SONIS. Once your status is changed, access is limited to: 1098T, bulletin board, jobs, bio update, search, and grades). If there is anything you would like to print from your student account, please do so before graduation. In approximately 6 months, you will receive a survey regarding the nursing program. Please be sure to complete it.