

Graduation Preparation Checklist

Bannerstudent: Degree Application

- https://banner.dartmouth.edu/banner/groucho/twbkwbis.P_WWWLogin
- File an **on-line degree application** in **Banner Student** and be sure to complete the **PRONUNCIATION** section of the application. This information is used to help Readers pronounce your name correctly at the Commencement ceremony.

Bannerstudent: Degree Audit

- https://banner.dartmouth.edu/banner/groucho/twbkwbis.P_WWWLogin
- Review your **degree audit** carefully and confirm completion of degree requirements including:
 - distributive requirements,
 - prerequisites,
 - major requirements,
 - language requirement,
 - PE requirement,
 - swim test.
- Meet with the Associate Registrar to discuss any questions/discrepancies.
- Contact the Physical Education Department with questions regarding PE requirement, including the swim test.

Commencement Information

- Check out Dartmouth's **Commencement web page**
- Monitor the **Commencement Information blitz bulletin**
- Monitor the **2009 Class Council blitz bulletin**
- Monitor the **Conferences and Special Events bulletin**

Credentials File at Career Services [www.dartmouth.edu/~csrc/index.html]

- Open a **credentials file (LEO)** in **Career Services**
- Take advantage of **Career Services** programs, including job search and recruiting, graduate school, GRE/LSAT/MCAT preparation
- Monitor **Career Services blitz bulletin**

Dean Certification for Law and Professional Schools

- Many professional schools, in particular law schools, require certification of an applicant's undergraduate record. A **Dean Certification** includes a student's dates of attendance at Dartmouth, major, minor, graduation date, SAT score, Academic Standing, and current or final GPA. It also will include any major disciplinary sanctions [i.e. Conduct (Suspension or Separation) or Academic (Probation, Suspension, or Separation)]. It is not College policy to report the specifics of the proceedings. *If you have experienced a major disciplinary sanction, please speak with Karen Whittet, the pre-law advisor.*
- At Dartmouth, the Upperclass Deans Office attests to the applicant's academic and personal record as part of the Dean Certification. All law schools that require a **Dean Certification** will accept Dartmouth's standard **Dean Certification** form, in lieu of their own formats.

(Dean Certification for Law and Professional Schools cont.)

- To obtain a **Dean Certification** you must open a **LEO Credential File on the Career Services web page and print out and complete the Dean Certification request form**. Submit the form to **Colleen Murphy** in the Upperclass Deans Office in person [111 Parkhurst], by fax [(603)646-1405], or mail [Hinman 6003, or 6003 Parkhurst, Hanover, NH 03755]. The Deans Office will forward your Certification to be included in your LEO File in Career Services. **Because of the high volume of requests, your Certification will take 2-3 weeks to be processed. Please plan accordingly.**

_____ ***Family Addresses***

- Make sure the **addresses for your parents and/or guardians** are correct in **Bannerstudent** so that they can receive important Commencement information.
- https://banner.dartmouth.edu/banner/groucho/twbkwbis.P_WWWLogin

_____ ***Financial Aid/Loans*** [www.dartmouth.edu/apply/financialaid/index.html]

- Students with financial aid loans should attend an **Exit Counseling session** scheduled by **Financial Aid or Student Financial Services**.

_____ ***International Students*** [www.dartmouth.edu/~ovis/]

- Contact the **Office of Visa and Immigration Services**:
 - if your family will need letters of invitation for **visa purposes to attend Commencement**;
 - for final questions regarding your immigration status;
 - to apply for Optional Practical Training, if eligible;
 - to arrange for transfer to another school, if applicable.

_____ ***Libraries***

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

_____ ***Recommendations***

- Contact professors, deans and/or employers **EARLY** for **recommendations**, allowing for ample time prior to a deadline. It is helpful to provide a current resume'. Recommendations can also be included in your **Credentials File in Career Services** for future use.

_____ ***Student Financial Services*** [www.dartmouth.edu/~control/sfs/]

- Make sure your bill (including DartCard charges, tuition, room and board) is in good standing with **Student Financial Services**.

_____ ***Transcript***

- To request a copy of your **transcript** visit www.dartmouth.edu/~reg/services/transcripts.html

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