

THINGS TO DO BEFORE LEAVING DARTMOUTH

A Senior Year Checklist

Prepared by the Upperclass Deans Office
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_____ Check Degree Audit from Bannerstudent:

<http://www.dartmouth.edu/bannerstudent>

- After checking the Degree Audit, meet with the Associate Registrar for Academic Regulations to discuss any questions/discrepancies
- Questions about PE requirement, contact the Physical Education department in Athletics

_____ Contact major department(s) to be sure everything is in order

_____ File on-line degree application – 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 in June.

<http://www.dartmouth.edu/bannerstudent>

_____ Open a credentials file in Career Services

<https://leo.dartmouth.edu/default.asp>

_____ Ask professors and/or employers for recommendations now. (It’s easier to ask them ahead rather than asking them to meet a tight timeline.)

_____ Complete Senior Activities Questionnaire as soon as possible

<http://www.dartmouth.edu/~upperde/seniors/activities-form.html>

_____ Make sure the address(es) for your family are correct in Bannerstudent. If you need to make changes, contact the Office of the Registrar by email (Registrar@Dartmouth.edu) or stop by their office on the first floor of McNutt. NOTE: This address(es) is used by the Office of Conferences and Special Events to send important Commencement information packets to your family.

_____ Request a copy of your transcript

<http://www.dartmouth.edu/~reg/services/transcripts.html>

_____ Return all borrowed books to the library from which they were borrowed.

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

_____ For students with long-term financial aid loans, attend an Exit Counseling session scheduled by Financial Aid or Student Financial Services

_____ For International students, contact the International Office 1) to apply for Optional Practical Training, if eligible, 2) to arrange for transfer to another school, if applicable, or 3) for final questions regarding your immigration status. If your family will need letters of invitation for visa purposes:

<http://www.dartmouth.edu/~intl/services/invitereq.html>

_____ Watch for information from Alumni Relations concerning the Alumni Email service.

_____ Take advantage of Career Services programs, including

- Job search and recruiting
- GRE/LSAT/MCAT preparation
- Graduate School

_____ Monitor important Blitzmail Bulletins

- Class Activities
- Commencement Information
- Career Services
- Registrar
- Upperclass Deans Office