TO:       June Graduates
FROM:    Brian Reed, Interim Dean of Undergraduate Students
DATE:    May 2016
SUBJECT: PRE-COMMENCEMENT OBLIGATIONS

Congratulations on your upcoming Commencement. In order to ensure that you receive a diploma after completing all academic and degree requirements, please review the list below and make sure these items are also resolved by the stated deadline. You will not receive your diploma until your obligations have been settled.

If these obligations remain unresolved, you will not receive a diploma when diplomas are distributed in Baker Library (Main Hall) following the Commencement ceremony. You will then receive your actual diploma by mail after all obligations have been settled and our office is notified.

1. **LIBRARY**: Deadline — **Wednesday, June 8, 7 p.m.**
   Please return all books to the library from which they were borrowed. Fines, lost book bills, and other obligations must also be settled by this deadline. Questions? Email Baker.Circulation@Dartmouth.edu.

2. **COLLEGE BILLS**: Deadline — **Friday, June 10, 4 p.m.**
   Please settle all final Student Account Charges, including DARTCARD charges, tuition, room and board, and other charges either online via D-Pay or at the Cashier’s Office, 101 McNutt Hall. Bills will be available electronically on May 27.
   Questions? Visit the Student Financial Services/Cashier’s offices in McNutt Hall or call (603) 646-3230.
   Office hours are weekdays 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

3. **SHORT-TERM LOANS AND INTEREST PAYMENTS**: Deadline — **Monday, June 6, 4 p.m.**
   Please repay all loans in full at the Student Financial Services office, 103 McNutt Hall.
   Questions? Visit the Student Financial Services office in 103 McNutt or call (603) 646-3230 – office hours are listed above in the “College Bills” section.

4. **LONG-TERM FINANCIAL AID LOANS**: All students with long-term financial aid loans must complete an Exit Counseling session for each loan.
   There are two types of sessions: one for students with Federal Direct Loans and/or one for borrowers of College loan funds (including Federal Perkins Loans). All sessions require personal references and parent/guardian contact information. For references you will need to provide name, address and telephone number.

   **FEDERAL DIRECT LOANS**: Deadline — **Friday, May 27, 12 p.m.**
   Exit Counseling for Federal Direct Loan borrowers will be completed online. Information on how to complete this process will be emailed to students the week of May 9. Please email Financial.Aid@Dartmouth.edu if you have any questions or concerns about Exit Counseling for Federal Direct Loan borrowers.

   **COLLEGE MANAGED LOANS**: Deadline — **Friday, May 27, 12 p.m.**
   Exit Counseling for College loan funds will be completed online. You will receive an email the week of May 9, explaining how to complete the process using the ECSI, Inc. website. If you need any assistance with the process, please email Student.Loans@Dartmouth.edu, call (603) 646-3230, or visit the Student Financial Services office in 103 McNutt. Office hours are listed above in the “College Bills” section.

During Senior Week, you will be able to verify your completion of these obligations by checking with the appropriate office, listed above. Remember: Should your obligation(s) remain unresolved, you will not receive a diploma when diplomas are distributed in Baker Library (Main Hall) following the Commencement ceremony. You will then receive your actual diploma by mail after all obligations have been settled and our office has been notified.

Please help guarantee a smooth and joyful graduation week by resolving every obligation by the stated deadline. It would be unfortunate if a senior did not receive a diploma because of an unreturned book or unpaid fee or fine. Have a great spring term. We look forward to seeing you at Commencement.