



Graduating Senior Checklist

Methodist Theological School in Ohio

Some seniors will finish at the end of Summer or Fall, instead of at the end of Spring, so the order in which you will do these things may vary.

Early in the Year

- Degree Audit.** Review your final degree audit from the registrar.
- Vocational Discernment.** Make an appointment with the Office of Vocational Discernment to be informed of all services offered to you as you prepare to graduate, including resume and cover letter coaching, interview preparation, job search resources and strategies, and personal development tools, such as assessments. Sign up for the online service, which hosts a wide range of resources, including job postings, at www.collegecentral.com/mtso. Contact Kathy Dickson at kdickson@mtso.edu.
- Graduation Application.** Instructions and deadlines are on the “graduation application” found here: www.mtso.edu/academics/registrar/forms-for-current-students.
- Ordination/Licensure Requirements.** Review your ordination or licensure requirements with your conferences, judicatories, or licensing boards.
- Reference Letters.** If you need a letter of reference from the school for your conference or judicatory, please contact Academic Affairs no later than four weeks prior to the deadline you are given by the conference or judicatory. Some conferences and judicatories have deadlines as early as December 1.
- Testing Dates.** If you need to take the GRE or licensure exams, check those dates and make arrangements.

Middle of the Year

- Spring Class Deadlines.** If your last semester is Spring, please adhere to the earlier deadlines for papers and projects as set by your instructors. Senior grades are due earlier than other grades.
- More Reference Letters.** If you need individual references from professors for employment or application to other graduate or doctoral programs, give at least three weeks’ notice to that individual. The recommendation letter release form is available at www.mtso.edu/academics/registrar/forms-for-current-students.



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- Cap and Gown.** Use the link to the Office365 form that will be emailed to you.
- Commencement Details.** Watch for commencement details to begin coming from Danny Russell, President's Office. The Commencement website is located here: www.mtso.edu/commencement. Feel free to share it with your family and friends. Contact Danny with any questions about the ceremony or graduation weekend events. drussell@mtso.edu.

End of the Year

- Pay Bills.** Clear account balances with the business office. Make payment arrangements if necessary. Contact Laura Planisek lplanisek@mtso.edu or 740.362.3331.
- Settle with Library.** Pay fines and return materials to the Dickhaut Library. Contact Beth Bringman at bbringman@mtso.edu or 740.362.3439.
- Financial Aid Exit Interviews.** If you borrowed federal loan funds while attending MTSO, you are required to complete exit counseling after the last loan disbursement – go to www.studentaid.gov. Contact Molly Hoffman at mhoffman@mtso.edu or 740.362.3373.
- Give Feedback.** Complete the ATS Graduating Student Questionnaire. It will be sent to you near the end of Spring semester. This is an important mechanism for feedback so we appreciate your responses.
- Update Contact Information.** Provide updated contact information, new employment information, ministry placements, ordination information and other news you wish to share with the school by using the online form on the Alumni website: www.mtso.edu/alumni-friends/update-your-information.
- Campus Housing Details.** Notify campus housing of plans to move out and complete the "Move-Out Checklist." If you have items in the storage units, please remove them no later than June 30. Return any campus keys or swipe cards to Maintenance. Contact Maintenance at maintenance@mtso.edu or 740.362.3380. Also complete a cash withdrawal form in the Business Office for key and damage deposit returns.
- CELEBRATE!**