Graduating Senior Checklist

The sequence below assumes a traditional Spring graduation date. For students concluding their studies in Fall (December) or Summer (August), the sequence will 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.

- ☐ **Graduation Application**. Instructions and deadlines are on the Graduation Application found here: www.mtso.edu/academics/registrar/academic-forms.

- ☐ **Ordination/Licensure Requirements**. Review your ordination or licensure requirements with your conferences, judicatories, or licensing boards.

- ☐ **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 as grades for seniors are due earlier than for other students.

- ☐ **Reference Letters**. If you need individual references from professors for ordination, employment, or admission to other graduate or doctoral programs, it is recommended you give that individual at least three weeks' notice.

- ☐ **Graduation Regalia**. A form will be emailed to you in February 2027 to order your graduation regalia (cap, gown, hood).

- ☐ **Commencement Details**. Watch for commencement details to begin coming from Sally Kuzemchak and Danny Russell, President's Office. The Commencement website is located at www.mtso.edu/commencement. Feel free to share it with your family and friends. For any questions about the ceremony or graduation weekend events, please contact Sally at skuzemchak@mtso.edu and Danny at drussell@mtso.edu.

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End of the Year

- ☐ **Pay Bills.** Clear account balances with the business office. Make payment arrangements if necessary. Contact Jim Summers in the Business Office at jsummers@mtso.edu or 740.362.3335.

- ☐ **Return Library Books**. Return materials and settle any owed fines with the Dickhaut Library. Contact the library staff at library@mtso.edu or 740.362.3450.

- ☐ **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 Grace Wallace at gwallace@mtso.edu.

- ☐ **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. For questions, contact Dr. Lis Boyer at eboyer@mtso.edu.

- ☐ **Campus Housing Details.** Notify campus housing of plans to move out via the Move Out Form and complete the "Move-Out Checklist" (attached to the form). Spring graduates must move off campus and remove all personal belongings by May 31 (Fall graduates, by December 31 and Summer graduates, by August 31). Return any campus keys or swipe cards to Maintenance. Contact Alycia Orcena at aorcena@mtso.edu or 740.362.3333.

- ☐ **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.

- ☐ **Keep In Touch.** Your @mtso.edu school email account will stay active for as long as you use it regularly. If more than 12 months pass without you accessing your email account, you will receive a 30-day termination notice. If you don't respond to request an extension during those 30 days, the account will be deactivated.

- ☐ **Become a Facebook Alum!** Your membership in MTSO Students will end on graduation. If you are on Facebook, please join the MTSO Alumni group at https://www.facebook.com/groups/635007239979580.

☐CELEBRATE!