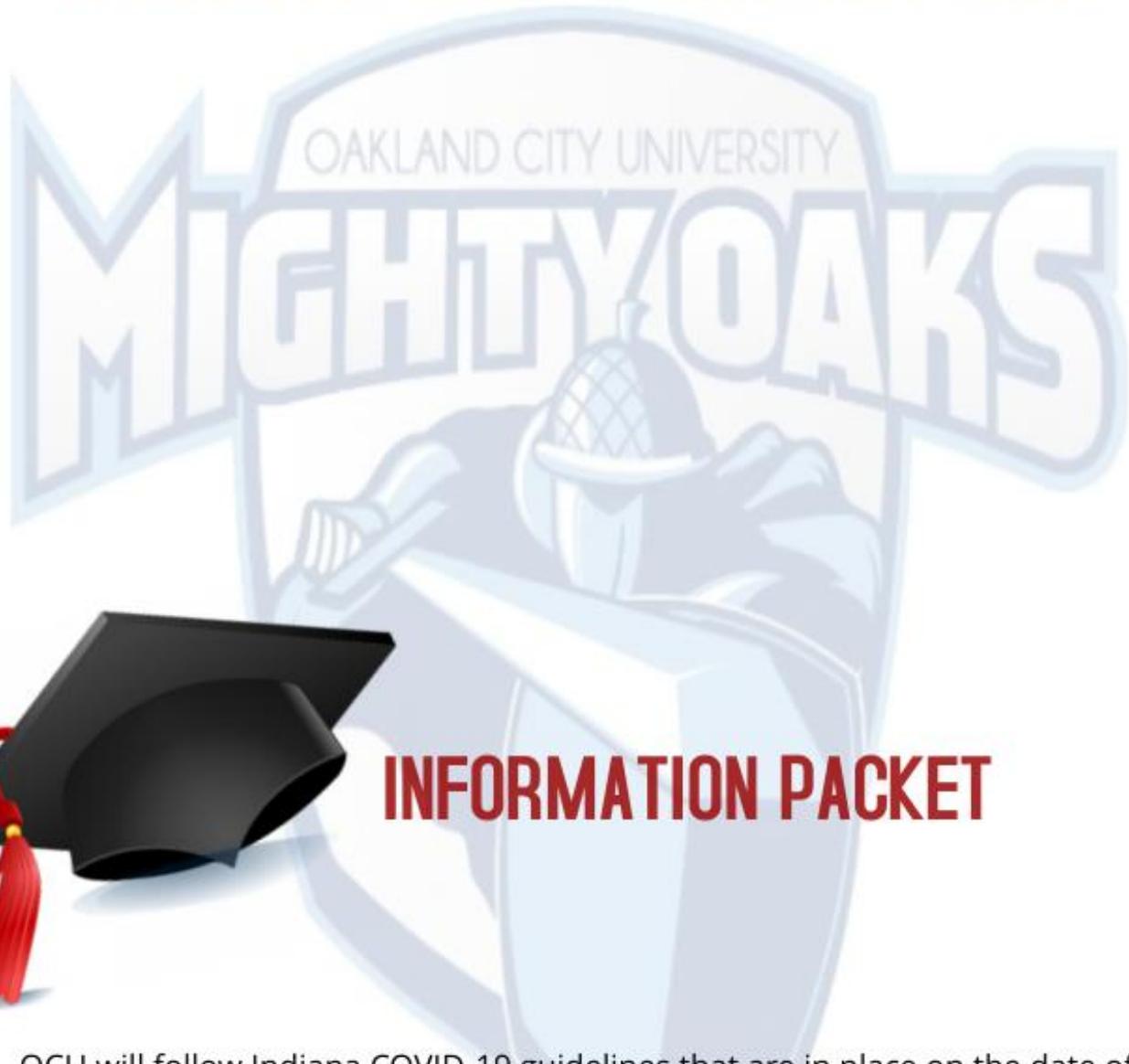


# GRADUATION TIME

DECEMBER COMMENCEMENT 2020



## INFORMATION PACKET

OCU will follow Indiana COVID-19 guidelines that are in place on the date of the commencement. Gibson County currently follows the state guidelines. If the county were to enact more stringent guidelines, we will send out additional information closer to the date.

Please contact the OCU Campus Store at 812-749-1403 if you have any questions regarding caps and gowns.

OAKLAND CITY UNIVERSITY

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# OAKLAND CITY UNIVERSITY

## Included in this Graduation Packet

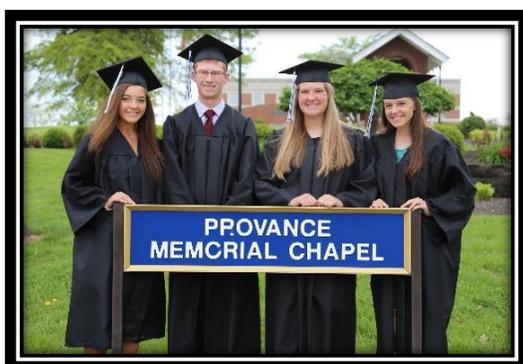
- Graduation Checklist: Q & A for Graduating Students
  - Federal Stafford Loan Exit Counseling Information
  - Cap, Gown & Tassel Ordering Information
  - Graduation Photography Information
  - Graduate Survey Information
  - Commencement Instructions
- 

## GRADUATION CEREMONY

**Saturday, December 5, 2020**

### JOHNSON CENTER

- ❖ 10:15 am CST Commencement Ceremony will be for all candidates  
*(Undergraduate, Graduate, Adult & Professional Studies, Fully Online and Early College)*
- ❖ Due to social distancing, we are limiting the number of guests to six members per graduate.
- ❖ The graduation ceremony will be live streamed through social media for others to view.



# Questions & Answers

for OCU Students Graduating in Fall 2019, Spring 2020, Summer 2020 & Fall 2020

*Please contact the Registrar's Office at (812) 749-1237 or send an email to [registrar@oak.edu](mailto:registrar@oak.edu) if you have any questions or concerns.*

## Q When is the OCU 2020 Commencement Ceremony?

Date: **December 5, 2020** Time: **10:15 am** Location: **Johnson Center**

## Q How do I get ready for graduation?

Begin by reading this **Graduation Packet**

## Q How can I be sure I am ready to graduate?

Schedule a meeting with your Academic Advisor to go over your program check sheet. If unable to meet with your Academic Advisor, contact your Program Dean.

- **Your graduation recommendation form must be reviewed and signed by your Academic Advisor and must be returned to the Registrar on Main Campus.**

## Q What if I am taking a course at another college to complete my course work for graduation?

Credits must be applied to your transcript before you are considered complete in your program. All official transcripts from other institutions must be submitted to admissions and reviewed by the Registrar before your degree will be conferred.

## Q Is there a fee for graduation? If I do not attend the commencement ceremony, do I still pay?

Yes. The graduation fee is \$75.00 and must be paid in the Business Office before your diploma and transcripts can be released. This is a fee that is charged for each degree earned regardless of your attendance at the ceremony. The fee covers the expenses of diplomas, diploma covers, honor cords, mailing expenses, program books, etc. This is a standard fee established by the OCU Board of Trustees and assessed to all graduating students (**including those students who do not participate in the ceremony**).

## Q Is there a fee to re-apply for graduation?

No. The fee will carry over but you may need to fill out a new application for a new school year.

## Q Where do I get a cap and gown?

All students who participate in the Commencement Program are required to wear academic caps and gowns. These items will be available in the campus store. Please call the campus store at 812.749.1403.

## Q How do I get my diploma?

All diplomas will be mailed via certified mail thus requiring a signature when delivered. Please allow least 6-8 weeks after graduation for delivery. **ALL OBLIGATIONS** to the University (dorm fees, library delinquencies, tuition, graduation fees, etc.) must be satisfied before a diploma can be mailed, a transcript can be released, or teacher certification secured. The Business Office on the main campus is open daily from 8:30am to 4:00pm Monday – Friday. The Business Office will NOT be open on Graduation Day. **FINANCIAL AID EXIT INTERVIEWS AND STAFFORD LOANS INTERVIEWS MUST BE COMPLETED** before diplomas can be mailed or transcripts released. The diploma will state the **degree** you have earned. It will **not** state the major. If you have earned honors, it will appear on your diploma as well. Your transcript will be more specific as to what major(s) and minor(s) you have earned as well as the level of honors.

# Attention All Graduates

## Financial Aid



The Exit Counseling session can be accessed using the following steps:

- Visit [www.studentloans.gov](http://www.studentloans.gov).
- Click on Exit Counseling under the Tools and Resources tab.
- You will log in using your FSA ID.
  - If you have forgotten your FSA ID click on the Forgot FSA ID link under the Tools and Resources tab.
  - If you don't have a FSA ID click on Create a FSA ID, and follow the directions.
- The session will take approximately 40 minutes to complete. Oakland City University will be notified once the session is complete.

Please note that your transcript will be held until you have completed your Exit session.

You can log onto [www.nsls.ed.gov](http://www.nsls.ed.gov) to check on your student loan amounts and loan servicer information.

Please contact the Financial Aid Office at 812.749.1224 or [finaid@oak.edu](mailto:finaid@oak.edu) if you have questions concerning the session.



# Purchase Your Cap and Gown

Please contact the Campus Store at **812-749-1403** with any questions or concerns.

OCU is using a newly designed and customized gown this year! The new lower pricing is listed below.

**Associate & Bachelor's: Cap, Gown & Tassel Unit \$43.00**

**Masters: Cap, Gown, Tassel, & Hood Unit \$68.00**

**Doctoral: Cap, Gown, Tassel, & Hood Unit \$80.00**

All students who participate in the commencement program are required to wear academic caps, gowns and tassels.

## Graduation Photography

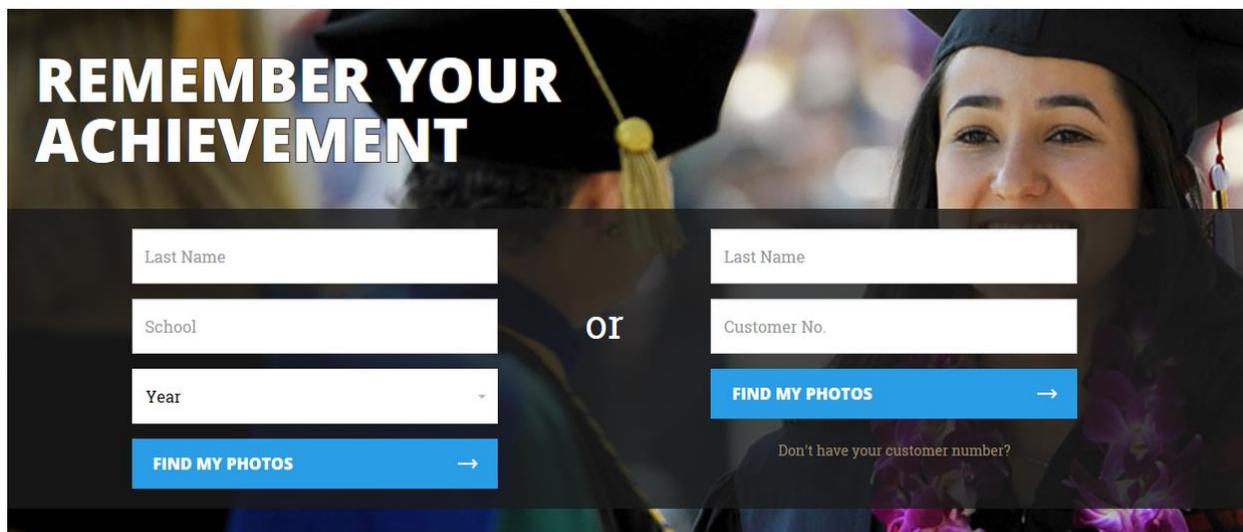
GradImages is the official OCU graduation photographer. GradImages will take photographs of each graduate during the ceremony. GradImages will be contacting each student via email after graduation to show the proofs and take orders. Please allow GradImages two weeks to contact you. Your address and email address are provided to GradImages.

GradImages Customer Service

Phone: 1-800-261-2576

Email: [ecc.giservice@gradimages.net](mailto:ecc.giservice@gradimages.net)

Web: [www.gradimages.com](http://www.gradimages.com)



**REMEMBER YOUR ACHIEVEMENT**

OR

Last Name

School

Year

**FIND MY PHOTOS** →

Last Name

Customer No.

**FIND MY PHOTOS** →

Don't have your customer number?

# OCU Graduate Survey

Use the link below to complete the graduate survey online.

<https://baseline.campuslabs.com/ocu/gradsurvey2021>

Please use the following browsers.



**AVAILABLE NOW**

Information for the Graduate Survey will be sent in a different email.

Please make time to complete the Graduate Survey.  
Your feedback will help us improve college-wide services.

# Commencement Instructions

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You are invited and encouraged to participate in this important graduation ceremony, which is held in honor of all Fall 2019, Spring/Summer 2020, and Fall 2020 graduates of Oakland City University.

## COMMENCEMENT SCHEDULE

**Saturday, December 5, 2020**  
**Oakland City University Johnson Center**

- ❖ 10:15 am CST Commencement Ceremony will be for all candidates  
*(Undergraduate, Graduate, Adult & Professional Studies, Fully Online and Early College)*

Students who **do not meet** the requirements for graduation and have paid the \$75 application fee will need to re-apply in the next school year when they will be complete. Students will not need to pay again, the fee will be carried over to your new graduation date.

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### **Rehearsal for Graduation:**

**Due to circumstances surrounding COVID-19, we will not be having a rehearsal.**

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**Graduation Line-Up:** Information concerning line-up locations will be sent to you in the next few weeks. Please watch for emails that will be sent to you're the email address you provided on your application.

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**Dress:** Ladies should wear a simple dark dress or dress slacks (no jeans, please) and dark or black shoes with low or medium heels. Avoid wearing bright colored clothing, shoes, earrings or other costume jewelry. Men should wear dark pants (no jeans, please) and dark shoes.

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**Caps:** Graduates will wear their caps in the academic procession and throughout the ceremony. Make sure your cap is flat on your head. **Undergraduate candidates** – your tassel will start on the right side and be moved to the left during the ceremony when instructed to do so.

**Graduate candidates** – tassels start and remain on your left.

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**Honor Cord:** If you received a gold honor cord with your diploma, you will need to bring it with you on the day of the ceremony. Honors cords **will not be distributed** on the day of the ceremony. December 2020 graduates will receive their honor cord in the mail along with their diploma 6-8 weeks after their degree is conferred.

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**Diploma Cover:** Graduates will receive a blank diploma cover when they cross the stage. If you have already received a diploma cover, do not bring it with you.

- **All** graduates will be asked to place the diploma cover in a box located at the exit after you have walked across stage and have had your professional photo taken by GradImages.
  - December 2020 graduates will receive their diploma and diploma cover in the mail 6-8 after their degree is conferred.
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