



COMMENCEMENT

Information Packet

SATURDAY, MAY 4
10:15 AM

138 N. Lucretia Street, Oakland City, Indiana
For More Information Email registrar@oak.edu

OAKLAND CITY UNIVERSITY

Included in this Information 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
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COMMENCEMENT CEREMONY

Saturday, May 4, 2024

JOHNSON CENTER

- ❖ 10:15 am CST Commencement Ceremony will be for all candidates.
(Undergraduate, Graduate, Adult & Professional Studies, Fully Online and Early College)
 - ❖ The graduation ceremony will be live streamed through social media for others to view.
 - ❖ No tickets are necessary to attend.
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Questions & Answers

for OCU Students Graduating in Fall 2023, Spring 2024, and Summer 2024

Please contact the Registrar's Office at registrar@oak.edu if you have any questions or concerns.

Q When is the OCU 2024 Commencement Ceremony?

Date: **May 4, 2024** Time: **10:15 am** Location: **Johnson Center**

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 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. Please call the campus store at 812.749.1403 with any questions.

Q How do I get my diploma and transcripts?

Diplomas: All diplomas will be mailed via certified mail thus requiring a signature when delivered. Please allow least 6-8 weeks after graduation for delivery. 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. A transcript will be more specific as to what major(s) and minor(s) you have earned.

Transcripts: All holds on your student account must be removed in order to receive a transcript.
FINANCIAL AID EXIT INTERVIEWS AND STAFFORD LOANS INTERVIEWS MUST BE COMPLETED before transcripts can be released.

Financial Aid



Direct Loan Exit Counseling is required for all students who have borrowed Federal Direct Loans.

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

- Visit www.studentaid.gov.
- Click on Loan Exit Counseling under the Loan Repayment 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 15-30 minutes to complete. Please make sure that you select Oakland City University #00182400 to 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.studentaid.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 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.

Associate & Bachelor's: Cap, Gown & Tassel \$55.00

Masters: Cap, Gown, Hood, & Tassel \$75.00

Doctoral: Tam, Gown, Hood, & Tassel \$135.00

The link to order regalia is <https://oak.shopoakhalli.com>.

All students who participate in the commencement program are required to wear an academic cap, gown and tassel.

THE LAST DAY TO ORDER REGALIA IS
APRIL 8, 2024.

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

Web: www.gradimages.com

OCU Graduate Survey

Use the link below to complete the graduate survey online.

<https://baseline.campuslabs.com/ocu/gradsurvey2324>

AVAILABLE NOW

Please contact Paul Bowdre, Assistant Provost for Assessment and Institutional Effectiveness, at pbowdre@oak.edu with any questions.

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

Commencement Instructions

You are invited and encouraged to participate in this important graduation ceremony. We will be honoring all **Fall 2023, Spring 2024 and Summer 2024** graduates of Oakland City University.

COMMENCEMENT SCHEDULE

Saturday, May 4, 2024

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.

Rehearsal for Graduation:

Rehearsal will begin promptly at 10:00 a.m. CST Friday, May 3 in the Johnson Center. Main Campus undergraduate candidates for Spring/Summer graduation are REQUIRED to attend graduation rehearsal. Fall graduates, APS and online candidates are welcome to attend but it is not required. Please be on time and allow one hour of time.

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.

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.

Cap Decoration Guidelines: The university also acknowledges that the focus of Commencement is the celebration of our students' achievements. The decorating of the mortar board is an important activity for some students. Students choosing to wear a decorated cap during the ceremony must follow guidelines developed by the Office of the Provost.

The guidelines will be enforced the day of the ceremony and the university reserves the right to request that graduates change inappropriate attire before they will be allowed to participate in the commencement ceremony. Egregious violations of the decoration guidelines may result in a disciplinary referral to the Office of Student Life.

Only the flat, top area of the mortar board may be decorated, and adornments must lay flat on the surface of the cap. Decorations cannot extend beyond the border of the cap or fall below the perimeter.

Cap decorations that are motivated by animosity against a person or group or which infringe on the rights and freedom of others will not be tolerated. Decorations may not include the following:

- Profanity
- Political statements
- Symbols for or references to alcohol or controlled substances
- Three dimensional objects (such as flowers or flower crowns)
- Lighted objects

Note: This is not an exhaustive list and any adornment or message deemed inappropriate or determined to pose a safety risk, will not be permitted.

Honor Cords:

Previous Graduates: If you have already 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 only be distributed** to May graduates on the day of the ceremony.

May Graduates: Honors cords **will only be distributed** to May graduates on the day of the ceremony.

Future Graduates: All July and August graduates will not receive honor cords until all courses are completed. It will be placed in the envelope with your diploma and mailed.

International Sash/Stole:

If you are an international student, you are allowed to wear an international sash or stole to represent your country during the commencement ceremony. Each student is responsible for purchasing his or her own sash/stole. Only one sash or stole per student.

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.
- **Spring/Summer** graduates will receive their diploma and diploma cover in the mail 6-8 after their degree is conferred.