**OSU-Tulsa Spring Commencement**

May 6, 2013

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**STEPS TO GRADUATION**

- **File a Diploma Application**
  You must submit a Diploma Application to be eligible to graduate. They are located in SIS under the “Student Records” tab, and will be accepted until **Friday of finals week** for the semester.

  If you would like your name to appear in the commencement ceremony program, your diploma application must be submitted by:
  - April 1 (for spring and summer graduates)
  - November 1 (for fall graduates).

- **Complete a Reservation Card (Tulsa’s Spring Ceremony ONLY)**
  If you would like to participate in the OSU-Tulsa commencement ceremony you RSVP online at [http://www.osu-tulsa.okstate.edu/graduation/index.asp](http://www.osu-tulsa.okstate.edu/graduation/index.asp). This is for the Spring ceremony ONLY, Fall commencement ceremonies are held on the Stillwater campus. Be sure to check the above site for information regarding the Graduation Fair each spring.

- **Minor Form**
  - If you are declaring a minor, submit a minor application. Contact your advisor for more information.

- **Contact Information**
  - Update your personal contact information in the Student Information System (SIS) and O-Key.

- **Transfer Coursework**
  - If you are transferring in coursework from another institution, official transcripts must be in the Office of the Registrar no later than 5 pm on the **second Friday** after finals week of the semester you plan to graduate.

- **Order Cap and Gown**
  - To order caps and gowns please contact the OSU-Tulsa Bookstore; you may also order them via phone. For more information, call 918-594-8150.

- **Diploma Information**
  - Your diploma will be ready approximately 6 - 8 weeks after graduation. Please make sure all bursar and registration holds are clear from your account to prevent delay.

- **Financial Aid**
  - If you received Financial Aid, be aware there may be exit procedures in regards to repayment status. Please contact Financial Aid at 918-594-8273 for more information.

- **Graduate School**
  - If you are thinking of attending OSU's Graduate School, please ask your adviser for an information packet, or visit: [http://www.osu-tulsa.okstate.edu/gradservices/index.asp](http://www.osu-tulsa.okstate.edu/gradservices/index.asp)

- **Career Services**