Iowa State University

Fall 2011 Graduate College Graduation Check List

As you near graduation, please check to make sure that you have taken care of the following:

- **“Graduate College Ceremony Attendance and Diploma Mailing Information” form.** It is important that you complete this form on Access+ by December 2nd, even if you are not attending the ceremony. Log into your student Access+ account at https://accessplus.iastate.edu/frontdoor/login.jsp, click on “Diploma/Ceremony” and complete the on-line form.

- **Meet Graduate College deadlines.** Check website listed below for list of current semester deadlines: [http://www.grad-college.iastate.edu/deadlines/Deadline%20Sheet%202012.pdf](http://www.grad-college.iastate.edu/deadlines/Deadline%20Sheet%202012.pdf). If you have questions, contact the Graduate College, 1137 Pearson Hall, by phone at (515) 294-4531.

- **Financial Aid Exit Counseling Session** – An exit counseling session is mandatory if you have borrowed through the Federal Direct Stafford Loan Program (either subsidized or unsubsidized). Please go to [https://www.nslds.ed.gov](https://www.nslds.ed.gov) to complete your exit counseling online. If you have questions, please contact the Office of Student Financial Aid, 0210 Beardshear, or phone (515) 294-2223.

- **Loans Receivable Exit Counseling Session** – An exit counseling session is mandatory if you have borrowed from the Disadvantaged Student Loan, Federal Perkins Loan, Health Profession Student Loan or University Long Term Loan programs. If you have any questions, please contact Loans Receivables, 0880 Beardshear, or phone 294-8747.

- **Accounts Receivable Office** – Your transcript will not be released after graduation unless all financial obligations are cleared. Contact 0880 Beardshear Hall or phone (515) 294-7388 for more information.

- **Diploma Covers** – If you are attending the Graduate College commencement ceremony, you will receive a diploma cover during the ceremony. If you are not attending the ceremony, you will need to pick up a diploma cover in the Graduation Office, 210 Enrollment Services Center. Diploma covers will not be mailed unless arrangements are made for postage costs ($5.00) to be added to your university bill.

- **Graduation Instructions** – If you will attend the University Undergraduate/Graduate College Commencement Ceremony on December 17th, print ceremony instructions from the following website: [http://www.registrar.iastate.edu/graduation/fall-masters-phd.html](http://www.registrar.iastate.edu/graduation/fall-masters-phd.html)

**Caps and Gowns** – Caps and gowns may be obtained from the University Book Store, Memorial Union, [http://www.isubookstore.com/](http://www.isubookstore.com/) phone: (515) 294-5684.

**Graduation Photographs** – Photographs at the university commencement ceremony will be taken by Flash Photography. Within 48 hours following commencement, graduates will receive instructions via email from the photographer on how to view and purchase photographs. Questions regarding commencement photos should be directed to Flash Photography at [http://www.flashphotography.com](http://www.flashphotography.com) (select “Contact Us” tab) or phone (214) 443-9393.

**Diploma Distribution** – Provide a diploma mailing address or indicate that you prefer to pick up your diploma by logging into your student Access+ account at [https://accessplus.iastate.edu/frontdoor/login.jsp](https://accessplus.iastate.edu/frontdoor/login.jsp). Click on “Diploma/Ceremony” and complete the on-line form by December 2nd.

- If mailing to an overseas address you **must** stop by the Graduation Office, 210 Enrollment Services Center, to fill out an overseas mailer and verify mailing information (diplomas will be mailed to an overseas address only if this has been done).
- If you elect to pick up your diploma, you may do so on/after January 5, 2012. Diplomas will be mailed on January 6, 2012.

For more information, contact the Graduation Office, 210 Enrollment Services Center, by phone at (515) 294-9372, by fax at (515) 294-9925 or by e-mail at graduation@iastate.edu.