Important Graduation Information for SCB Students  
Updated as of 23 September 2016

Preparing for final year/graduation:

1. No later than one year in advance of graduation and/or upon reaching 80 credits or more: Senior Audit appointment with the Director or Asst. Director in the SCB UGA office (Constant 1011). This is the verbal review of the content in a departmental graduation paperwork (see #2 below).

   MAY candidates – 15 Jan – 15 Feb or 15 May – 15 June in the year preceding the graduation
   AUG candidates – 5 Sept – 15 Oct in the year preceding graduation
   DEC candidates – 15 Jan – 15 Feb in the year preceding graduation

2. Semester preceding completion date/graduation: From student to Registrar’s: Application for Graduation (Noting intended date of requirement completion) – Found in Leoonline under Student Records.

   MAY candidates – 15 Aug – 30 Nov
   AUG candidates – 15 Aug – 28 Feb *(AUG candidates are the only ones permitted to walk in a semester different than when they graduate because there is no summer ceremony.)
   DEC candidates – 15 Apr – 30 Jun

   Names of students who apply after these deadlines will not appear in the Commencement Book. Students can check their graduation status in Degree Works (listed in section titled Student Attributes and Activities). The status should be updated after the student applies or the application deadline, which ever comes second. (**Assuming the student applies on time, the “Pending” status will remain on the account for 6-8 months, including the 2-month clearance process while the Registrar’s Office reviews the file. Once the Registrar’s has verified all requirements are met during the clearance process, the status will be switched to Awarded.**)

3. Semester preceding completion date/graduation: Based on a student’s application for graduation (#2 above), the SCB Undergraduate Advising Office will provide access to the Grad Candidate Checklist in Blackboard. This is a checklist to best prepare for graduation.
   a. Once a month after the Application for Graduation is due (#2 above), the SCB UGA office will pull a report of who has applied for graduation.
   b. Students will be given access to the SCB Undergrad Adv Grad Cand Checklist Modules (a graduation checklist) in Blackboard (under the Professional Learning tab). These modules cover the ceremonial, procedural, post-grad, and alumni benefits/services. It reviews both the items from Commencement Website (mentioned in #4 below) and supplements it with additional information to either reiterate key points or add to it. This serves as a great checklist of things including items that are covered on the student side of the system but not the advisor.
   c. The advisor hold through to graduation will be removed/pushed back accordingly.
   d. Once all of the above are complete, the student will be emailed to their ODU email account.
   e. The SCB Undergrad Adv Grad Cand Checklist Module covers an extensive list of graduation requirements including items that are on the student side of the system and not the advisor’s.

4. If the graduation date needs to be deferred after the above paperwork has been completed, the student should email BOTH BusinessAdvising@odu.edu and Graduate@odu.edu with the student’s UIN along with the original and new dates.

Reminders:

- For important deadlines, announcements, additional ticket requests, and FAQ’s, please visit the Commencement website www.odu.edu/commencement

- Remember that it is the STUDENT RESPONSIBILITY to ensure that all requirements are met towards graduation as outlined in the University Catalog. Catalogs can be accessed from http://catalog.odu.edu. Degree Works in Leoonline is the program being used towards graduation clearance. (Students pursuing their second degree use the second degree memo rather than the Degree Works program.)
Points of contact:

College Requirements (i.e. CBK, Major, etc.)

Students in good academic standing with the College:
Marissa Pettinelli (A-C), TBD (D-H), Will Miller (I-Q),
Jennifer Usis (R-Z)
SCB Undergrad Advising
Constant 1011, Norfolk, VA 23529
(757) 683-5777
BusinessAdvising@odu.edu OR
Mpettine@odu.edu, TBD, Wmiller@odu.edu or
Jusis@odu.edu
http://odu.edu/business/advising

Students in academic alarm with the College:
Akeyla Barbour Reid (All Alpha)
Success Coordinator
SCB Undergrad Advising
Constant 1011, Norfolk, VA 23529
(757) 683-5777
Abarbour@odu.edu
BusinessAdvising@odu.edu
http://odu.edu/business/advising

University Requirements (i.e. diploma issues, transcripts, etc.)
SCB Graduation Processor, Registrar
1009 Rollins Hall
Norfolk, VA 23529
(757) 683-4425 (Main line)
Register@odu.edu (Registration issues)
Graduate@odu.edu (Graduation issues)
http://www.odu.edu/registrar

Commencement Issues (Ceremony related issues)
University Events Office
Commencement@odu.edu
http://www.odu.edu/commencement

All students with 80 credits or more through to graduation are assigned to the SCB UGA office (Constant 1011) for advising.