Introduce resources: Elizabeth Pyle & Lori Widmer-Hinckley (Registrar’s Office), Cindy LePage (SFS), Rachel Alldis or Nashalie Vasquez (Residential Life), Kelly Hernandez (President’s Office) and Amy Rodgers (Academic Dean for Senior class).

Our purpose today is to help you navigate smoothly towards graduation...knowing what to expect and what you’ll need to do.

Registrar’s Office presentation, then SFS, then ResLife and then info from the President’s Office which coordinates the arrangements for the Commencement ceremony.
Although Elizabeth will present tonight. Lori Widmer-Hinckley is really the key contact in keeping track of seniors’ status in meeting graduation requirements, etc.
Dates
Re the March date: those of you who are completing the last of your requirements through courses this semester, you will depart the campus in December, but your grades don’t come in til early January and then time is needed for certification of the completion of requirements and for faculty and the BOT to vote. SO, your official date of degree conferral will be March 6, 2020.

Multiple conferral dates, but ONE commencement ceremony. Those conferred in October or March will be mailed their diplomas soon after their conferral date but then can return to campus to participate in the May 2020 commencement ceremony –-(well, as long as they didn’t participate last year).

Most of you know now which of these dates you are aiming to graduate. But one thing some International students may want to be aware of: if hoping to submit an H1B application in April or before Commencement in May and you are hoping the College will confirm you have completed requirements, you need to graduate in the March conferral. The College does not issue “you have completed requirements” confirmation letters for H1B applications during the Spring semester for those still here in the Spring semester even if you’re only completing what may be elective work.

Note: Everyone will get the same degree: bachelor of arts degree. Everyone. Not different for science than non-science. Can be abbreviated AB, from the Latin, or BA – use whichever you want on resumes etc. It’s the same degree either way. And, while we’re talking about Latin...
This translation is on our website. Select “Graduation and Honors” from the left margin on our website to find it.

Your diploma will name you as a recipient of a Bachelor of Arts degree, but the diploma itself does not list majors nor minors. It does list certain college-wide honors like thesis-related honors and Latin honors but it does not list majors, minors and prizes. Your transcript will have all the detail of your major, minor, courses & grades, and any prizes published in the Commencement book.

Note that our diplomas are small......Small but mighty.

Note that, on the diploma, your name can appear as you wish: you can use a preferred name and it can include accents. No titles and nothing really frivolous. And must be English character set. Does not have to be in synch with the legal name on your record, although your transcript will stay in your legal name.

So to get all the info from you re when you plan to graduate, what diploma name you want etc., you are going to fill out a graduation application in October. Let’s look at that.
Apply to Graduate

• At the end of the first week of October, all seniors will receive an email from the Registrar’s Office. It will prompt you to submit your graduation application.
• At that point, you will login to my.mtholyoke. From the Self-Service menu for Students, you will select:
  • “Requests & Applications” then
  • “Graduation Application.”

Do not submit a graduation application before you get the email around October 4.
It will show your academic program – if it’s complete and correct, select it and proceed. If not, then don’t apply yet. Fix your program first!

Everyone needs a major. You can elect to have also: either a 2nd mjor or a minor and/or a 5College certificate and/or a Nexus.

If you need to add/change/drop a major or minor or 5C cert or a Nexus, do that BEFORE applying to graduate.

Forms for declaring/dropping are available on Registrar’s office website, Forms page.
The rest of the application to graduate looks like this. It’s like 4 questions long. Really short so will take you all of 3 minutes to complete.
NAME: But make sure to type your name carefully, you’ll get a confirmation after submitting it that you should also double-check. Don’t save accents. Send us a separate email to registrar@ instead.

TERM: Your term choices will be Fall 2019 (March 2020 conferral) or Spring 2020 (May 2020 conferral). If you are planning to finish requirements after May 2020 (through summer work next summer or at the end of next fall), then you do not submit a graduation application now. We’re not yet collecting graduation applications for people planning to finish after May 2020. Instead when you get the email from us, write registrar@ to tell us your plan.

Ceremony – if not sure quite yet, when in doubt say yes and then you can send us an update later.

Address:
• To those graduating October 2019 or March 2020, we’re going to mail your diploma but remember you will still be eligible to attend the May ceremony.....as long as you didn’t participate in last year’s ceremony as a “walker”.
• Still want address from those graduating May even if planning to attend the ceremony to receive your degree there, because may be unanticipated factors (holds, misprint etc) that would require us to mail your diploma later.

That’s about it for the application. It will take you all of 3 mins. Remember to send us a follow-up email if:
• Your name needs an accent
• Or you are planning to finish the last of your requirements away.

What should you be doing besides the application? Requirements
If you have questions about where you stand in college-wide requirements...total credits etc, use Lori’s drop-in hours 3-5pm most days, schedule an appt with Lori through Pathways, or email registrar@...
And make sure your fall schedule/registrations are complete and correct.

Don’t miss October 21-25 Add/Drop period for 2nd-half PE courses. Make changes via email to registrar@. Attend first meetings of 2nd half PE courses that week.

If missing MHC academic or PE courses from the past, or have unresolved incomplete or NC/Failure and you think you should have gotten credit, deal with now as usually resolving those issues requires petition.

What are permissions? Written agreements designating that you have received official approval re how transfer courses, 5College courses, or other exceptional courses will count towards specific degree requirements. Be careful about assuming ANY external course will count, no matter how “on target” it seems to you or if you’ve received verbal assurances. The permission form is the approval. Until the permission has been submitted to the Registrar’s Office and recorded at the bottom of your degree audit, it’s not real.

Permissions for 5College courses aren’t needed for 5College majors like Dance and Film Note To get transfer credits to count towards the 128 required is a separate matter, and is handled through Registrar’s Office.

If an MHC course is not counting as you expect, consult with Registrar’s staff first and only go get a permission if we direct you to.

Re registration for next semester – be ready. Clear holds before November. If you are hoping to take more than 20 credits in the Spring, talk with your advisor and remember you will need overload approval from your senior class dean, Amy Rodgers. If there are uncertainties about what you need to take, ask those questions early in October, so you’re ready for Advising Week. Remember there are over 500 of you. There’s one Lori and one Dean Rodgers. Don’t leave things til
last minute or expect we’ll be able focus on you during peak times for all students (registration etc.) Resolve issues before registration if they affect what you might want to take next semester!
What if your plans change?

- Write to registrar@ asap if:
  - Change plans to attend (or not attend) the May Commencement ceremony.
- Submit any Major/minor changes immediately.
- Always contact Lori (registrar@ or her drop-in hours or make appt via Pathways) if:
  - You’re confused about what your requirements are or whether you’ve completed them.
  - You have a moment when you think you might not be able to complete all requirements before your intended graduation date.

Can’t stress importance of letting us know EARLY, as options narrow & get worse throughout the year.

Next: heads up about what will happen in May, at the end of Spring semester.
"Walker" at Commencement?

- Walker status = official approval to participate in a the commencement ceremony BEFORE your actual graduation.
- Criteria to qualify:
  - At the end of the Spring semester, have completed at least 120 credits (108 if were a Spring admit)
  - Have formally applied to the Registrar
  - Make a solid plan for completing all remaining requirements that is acceptable to the Registrar
  - Aren’t suspended or withdrawn.
- Process: write to registrar@ mid-February to initiate qualifying
Kelly will speak later today about what to expect in those final days of Commencement weekend. Thursday night through Commencement Sunday.

A few notes about May

- Seniors’ deadline in May for completing exams and papers is earlier.
  - Must complete exams by end of Monday morning, so last exam period for seniors starts Monday 5/5 at 9am.
- MHC grades will become available on Friday 5/15 after Laurel Chain rehearsal.
- Grades for 5College courses at end of Spring usually flow fine (though we will ask you in April to request will-pass if taking an Amherst, Smith, or UMass course):
  - Remember also to get Permissions as needed in late Fall, early Spring if you need to count 5C courses towards a mjr/minor.
- Read email often during the final week!
A few words about Honors.

This is a very brief recap. There are lots of specifics about thesis-based honors that your thesis advisor and memos from the Dean of Studies can guide you through, if you’re working on a thesis. I’m not trying to be exhaustive here, and at this time of year, even those working on 395s right now may not know yet whether they will continue to attempt a thesis. That’s fine.

But I did want to call your attention to a couple of specifics if you think you might hope to qualify for thesis-based honors:

1) Thesis-based honors are usually expected to be in your major department. If trying to qualify in a different department or in a special individually-designed major, please contact now the Dean of Studies, Professor Amber Douglas to request permission to seek honors outside your major.

2) This is especially important if you’re a special major as interdisciplinary honors requires pre-approval and a specially-constituted committee that you may want to start forming now. So, if you have a special major and you’re trying to do honors in that major, please send a list of your advisor and committee members to Dr Douglas via email. She will need to check that your Committee has the correct composition in advance.

Enough about honors. Back to general stuff:
Thanks for coming. Now SFS presentation and We’ll answer questions at the end.

Two Tips

1. Be proactive in resolving known issues!

2. Stay responsive to emails!
Student Financial Services

Cindy LePage
What You Need To Know

• If you borrowed a Federal or Institutional Loan while at MHC, you are required to complete loan exit counseling
• **Commencement tickets and transcripts** will be held until all exit sessions have been completed
• Loan grace periods begin when classes end
• Payments can be made to loans while in school or during grace periods
• Check student account balances even after you leave
How to Complete Required Exit Counseling

• FEDERAL DIRECT STUDENT LOANS (subsidized/unsubsidized)
  • studentloans.gov
• MHC Loans, Global Loans, Perkins, Mass No Interest Loans
  • heartlandecsi.com
• Complete your exit counseling at least one month prior to end of classes to avoid holds
Know Who You Owe

- MHC Loan, Global Loan, Perkins Loan & Mass No Interest Loan
- Heartland ECSI
- heartlandecsi.com
- 888-549-3274
- 412-788-3900
Know Who You Owe
Federal Student Loans

- Nelnet website: nelnet.com
- Great Lakes: mygreatlakes.org
- Navient: navient.com
- Fed Loan Servicing (PHEAA): myfedloan.org
- Heartland ECSI: heartlandecsi.com
- Ed Financial: edfinancial.com
- Cornerstone: mycornerstoneloan.org
How to Find Your Federal Loan Billing Servicer

• National Student Loan Data System
  www.nslds.ed.gov

• Search for emails from the SFS office with subject line: Important Information RE: Your Federal Direct Student Loan
### Loans

Please click on number in first column to see details.

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<th>Loan Date</th>
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## Servicer Information

### Amounts and Dates

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### Servicer, Lender, Guaranty Agency, ED Servicer Information

- **Servicer**: DEPT OF EDUCAST
- **Lender**: EDUCAST
- **Guaranty Agency**: N/A
- **ED Servicer**: N/A
• BEWARE of companies that offer student debt relief. They may charge a fee for something you can do with your loan service provider for free.
• For questions about your student loans or exit counseling requirements, email or stop by the SFS office.
President’s Office

Commencement is
Sunday, May 17, 2020
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td><strong>Thursday, May 14</strong></td>
<td>Red Carpet Event (5:00 pm)</td>
</tr>
<tr>
<td><strong>Friday, May 15</strong></td>
<td>Rehearsal (8:00 am)</td>
</tr>
<tr>
<td><strong>Saturday, May 16</strong></td>
<td>Laurel Parade (8:30 am)</td>
</tr>
<tr>
<td></td>
<td>Baccalaureate (9:00 pm)</td>
</tr>
<tr>
<td><strong>Sunday, May 17</strong></td>
<td>Commencement (10:30 am)</td>
</tr>
</tbody>
</table>

On Sunday:

- **Line up in Gymnasium at 9:30 am.**
- **We march at 10:00 am sharp!**
Rehearsal

- **Friday, May 15**
  - 8:00 am  breakfast at Willits
  - 9:00 am  practice line-up in Gymnasium
  - 9:30 am  practice march to Field House
    - Procession
    - Name pronunciation
    - Recession
  - Proceed directly to Mary Woolley
    - Presentation from the Alumnae Association
    - Laurel Parade rehearsal
    - Laurel Chain rehearsal at gravesite
  - Plan on being there until 12:00 noon

Note: Grades will not be available until after the Laurel Chain Rehearsal.
Please note on the form if your guest would like to sit together in the designated area.

Special Seating Request Form

• Request Form is on the Commencement website

Reasons to need the form:
• Wheelchair accessible seating
• Mobility issues for guests, such as canes, walkers, scooters, unable to do stairs, etc.

All guests with mobility issues will be provided seating in a reserved area in the Kendall Field House.

Note: We do not provide wheelchairs.
Meal Tickets

• Tickets may be purchased directly from Dining Services for:
  • Saturday lunch
  • Saturday dinner

Tickets are for family and guests only.

*Seniors do not need tickets for meals.*

Order forms will be available in the spring and communicated by Dining Services.
Baccalaureate

Seniors only in Abbey Chapel.

The event will be live streamed in several locations on campus for families and friends to view.
Commencement Tickets

Number of tickets... stay tuned.

The event will be live streamed in several locations on campus for your additional guests that will have some accessibility options available.
Ticket Pick-Up

**Thursday, May 14, 2020**
10:00 am—12:00 pm

**Friday, May 15, 2020**
3:00 pm—5:00 pm

**Saturday, May 16, 2020**
10:00 am—12:00 pm
Residential Life

Rachel Alldis and Nashalie Vazquez
res-life@mtholyoke.edu
413-538-2088
Housing, if Living On-Campus in Spring

- Halls close Wednesday May 6 at noon for all but seniors & reunion workers
- Seniors may stay in their spring-assigned room until Monday, May 18 at noon.
  - Ok for whole period of May 6–18 at noon.
  - Yes, there are meals for seniors living on campus.
- Residential policies still apply

This applies to the seniors who have a Spring room assignment.
This applies to the seniors who left the College mid-year and, therefore, didn’t have a Spring room assignment.

Housing, if Graduating Mid-Year

- Expect an email in March re: how to request housing for graduation weekend.
- Housing for those returning after mid-year graduations will be for Thursday May 14 to Monday May 18 noon
  - Linens and meals are provided.
  - All rooms are singles.
  - Halls are assigned; no specific requests
This applies to the seniors who left the College mid-year and, therefore, didn’t have a Spring room assignment.

<table>
<thead>
<tr>
<th>General FAQ</th>
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</table>
| • No extensions past the Monday May 18 at noon deadline for moving out.  
  • Halls are needed immediately for conferences. |
| • No extra furniture or other accommodations are made for families.  
  • There is no family housing for Commencement provided by the college. |
| • To use common spaces for gatherings/parties, ask the Alumnae Association or Event Services.  
  • Beginning May 6, these spaces are managed by them. |
Questions? Contact Us!

Lori Widmer-Hinckley &
Elizabeth Pyle
Registrar’s Office
413-538-2025

President’s Office
413-538-2500

Cindy LePage
Student Financial Services
413 538 2291

Rachel Alldis &
Nashalie Vazquez
Residential Life Office
413-538-2088

Amy Rodgers
Academic Deans’ Office
413-538-2855