Introduce self, Lori Widmer-Hinckley, Cindy LePage or Rate Rabjbhandari(SFS), Susan Martin (President’s Office), Melanie Lawson or Rachel Aldis (Res Life), and Amy Grillo or Sarah Adelman (Senior Class Dean).

Our purpose today is to help you navigate smoothly – with least angst and wasted time – towards graduation. We look forward to putting a diploma in your hands!
You will have the rest of October to submit this. It’s the foundation for MANY things thereafter. We might think of you as a member of the senior class at the moment, but until you apply to graduate we can’t order a diploma for you, can’t tell other offices whether they need to plan for a December departure for you, can’t put you on lists to ask your department to update us on your status in the major etc.

It’s the foundation. Do NOT be late. Get it done in October.
Application to Graduate

- On the application you:
  - Confirm your major(s) and any minor/5C Cert/Nexus.
  - Specify the name for your diploma
    - (Send us email too, if your name includes any accents!)
  - Tell us whether you plan to attend the Commencement ceremony in May.
  - Supply a June/July address, in case we need to mail your diploma
    - Might be needed for reasons you can’t anticipate, as well as for those not planning to attend the ceremony on May 15.
“Apply for Graduation” Right up at the top of the ISIS menu.

First select your academic program – make sure it’s complete and correct. If you need to add/change 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.

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

By the way: if you have declared a 5Col cert and don’t have another minor, your cert will show up in the “Minors” box. Don’t worry that it’s not in the 5College certificate box. Just make sure it’s there.

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 – same degree either way.
Asks for Diploma Name – be sure to type carefully and to consult with parents/others. If your name should be printed with accents, don’t put them into ISIS. Instead, send email to Registrar’s Office now to tell us the accents.

Should be similar to your official/legal name, though those in gender transitions vary. Fine to abbreviate or expand middle name.

Think twice about informal names. Parents, in particular, have strong feelings about diplomas as formal documents. And no titles (no “Ms.” “Her Majesty” etc.)

Address we’ll use in June/July if you don’t end up attending the ceremony or if something goes wrong with diploma order. No PO box, as we’ll UPS. It can be an international address, as long as there’s reliable mail delivery there. Remember to send us updates if this changes later in the year.

Phone number for June/July – to go with address.

Yes, No on whether attending exercises. If unsure, mark yes. But do update us later in the year, by May 1!!
Make sure your academic program is showing All of the components you want to graduate with: major + any minor or 2nd major + any one Nexus + any one 5College certificate. But don’t worry about how those are labelled on the grad app, other than that any major you have is has the “majors” heading!

Specify last semester/term you will complete requirements:
• For most people: Spring
• For those finishing all requirements in fall and leaving MHC mid-year: Fall
• For the few whose last semester at MHC will be Fall, but who will need to take a college course elsewhere in the spring to complete final credits for your degree, mark Spring here but write to registrar@ so we’ll know your last term here at MHC will be the fall.

After you submit your application in ISIS, you will need to send email to registrar@ to change it.
But what are the action steps you should be taking now?

Checking status of your requirements right now is critical
Great to do now BEFORE Advising Week, since that is so rushed and busy.

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**How do you check RQMT status?**

- College-wide requirements for all AB candidates:
  - Check your degree audit
  - Also, look back to individualized August email Lori sent from registrar@mtholyoke.edu.
- Major or Second Major:
  - Check with designated person in your department (usually the Chair).
  - Econ majors can use the degree audit instead.
- Minor, if any:
  - Check your degree audit.
- Nexus or 5College Certificate:
  - Check with designated person for the program.
In Aug Lori Widmer Hinckley (in the Registrar’s Office) sent each of you a personalized email (from registrar@mtholyoke.edu) detailing where you stand towards degree requirements. Look back to that now & check your fall schedule against it, look for any outstanding issues. Your next email like that won’t be til January.

To follow-up with Lori: drop-in hours 3-5pm most days. Can write registrar@mtholyoke.edu if other questions.
Critical to check that your major/minor/certificate programs are correct and complete, as many departments and programs and your advisor will be using that information during and after registration in a few weeks to make sure their declared seniors are on track for graduation & award consideration. If you’re intending to complete their program but you’re not declared in it, they will not be able to monitor & include you.

Check PE status…. And register for 2nd half courses October 26-30 — not via ISIS but instead by sending email requesting add or drop to registrar@mtholyoke.edu
What are permissions? Written agreements designating that you have received official approval on 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.

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 then go get a permission if we direct you to.

Other issues:
If missing MHC courses, or have unresolved incomplete or NC/Failure and you think you should have gotten credit or missing PE, deal with now as usually requires petition.

For Spring Registration – will need overload approval from Amy Grillo, your academic dean, if more than 20 cr. Also, clear holds now.
Remember there are over 500 of you. There’s one Lori and one Dean Grillo. Please 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 Advising week if they affect what you might want to take next semester!
Can’t stress importance of letting us know EARLY if you run into any difficulties, as options narrow & get worse throughout the year.
Re the final week, we will be working our way through the Senior Class clearing students as grades arrive, but also taking in other information that can affect status like holds etc. We will contact you during that week before May Commencement if we find a problem. Otherwise, no news will be good news.

If we do send you email, you need to be ready to respond quickly, so please read email daily.

A few notes about Spring

- Grades for 5College courses in Spring usually flow fine, as long as:
  - You have submitted Permissions as needed in late Fall/early Spring.
  - In April, you follow instructions when we ask you to submit “Will Pass” from UMass/Amherst College spring instructors.
- Seniors’ deadline at the end of Spring for completing exams and papers is earlier.
  - Must complete exams within first three days
- Spring grades will be available to seniors on Friday 5/13.
- It’s critical you 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.

There is more info available on Registrar’s Office website about these College-wide honor categories. To see it, select Graduation in the left margin and you’ll see the Honors page.

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 Leah Glasser to seek permission to seek honors outside your major. This is especially important if a you’re a special major as interdisciplinary honors requires pre-approval and specially-constituted committee.

1) 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 Glasser via email. She will need to check that your Committee has the correct composition in advance.

Enough about honors. Back to general stuff:
There’s not a mid-year ceremony – just May -- but also no awarding of degrees midyear. All degrees are conferred and posted to transcripts in May with a May date. So those finishing requirements midyear do not get a December 2015 degree date and won’t be able to get a diploma or transcript showing your degree til after the May ceremony.

But we will happily write midyear finishers who’ve left the College a letter to confirm they’ve completed requirements and explaining when the degree will be conferred. This works fine for graduate schools, employers etc.

I am sometimes asked by International Students about seeking letter in March for H1B Visa application. We will write letters for those who have graduated in previous years or who completed all requirements and left the College mid-year. We will not write for those still enrolled in the Spring semester, even if they believe or have completed all degree requirements.
These two simple tips really say it all. The sooner you respond to resolve issues and respond to any emails we send you, the better the outcomes will be, as you’ll have more options and we’ll be able to provide more help. It’s that simple.

Thanks for coming. We’ll answer questions at the end.
From STUDENT FINANCIAL SERVICES

Cindy LePage
Kate Rajbhandari
COMPLETING IN DECEMBER

What you need to know:
* You will receive a spring bill
* Clear any outstanding fall charges prior to leaving campus
* Check your bill for the next few months
* Loan Exit Counseling is required
* Your loan grace period will begin
Know who you owe

Loans will be sent to a third party billing servicer

To find out which billing servicer has your Federal Loans, go to the National Student Loan Data System website:  www.nslds.ed.gov

We will also send you servicer information via email
Set up your online account with your servicer
## Loans

Please click on number in first column to see details

<table>
<thead>
<tr>
<th>Type of Loan</th>
<th>Loan Amount</th>
<th>Loan Date</th>
<th>Disbursed Amount</th>
<th>Cancelled Amount</th>
<th>Outstanding Principle</th>
<th>Outstanding Interest</th>
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</thead>
<tbody>
<tr>
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Total DIRECT STAFFORD unsubsidized | | | $21,547 | $2,018 |
Total DIRECT STAFFORD subsidized | | | $703 | $30 |
Total All Loans | | | $24,250 | $2,048 |
### Amounts and Dates

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<th>Loan Amount</th>
<th>Outstanding Principal Balance</th>
<th>Outstanding Principal Balance As of Date</th>
<th>Outstanding Interest Balance</th>
<th>Outstanding Interest Balance As of Date</th>
<th>Interest Rate Type</th>
<th>Interest Rate</th>
<th>Cancelled Amount</th>
<th>Cancelled Date</th>
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<tbody>
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### Disbursement(s) and Status(es)

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<th>Disbursement Date</th>
<th>Disbursement Amount</th>
<th>Loan Status</th>
<th>Status Description</th>
<th>Status Effective Date</th>
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<td>IN GRACE PERIOD</td>
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### Servicer/Lender/Guaranty Agency/ED Servicer Information

- **Contact:** DEPT OF ED
  - Address: PO BOX 740283
  - City: ATLANTA
  - State: GA
  - Zip: 30348
  - Phone: 888-486-4722
  - Email: customersolutions@nednet.com
  - Website: www.nednet.com
MHC Loan, Global Loan and Mass No Interest Loans

Billing Servicer
ECSI--Educational Computer Systems, Inc.

www.heartlandecsi.com

School code ZN for MHC and Global Loans
School code 4F for Mass No Interest Loans
YOU MAY QUALIFY FOR FEDERAL LOAN FORGIVENESS

Talk to your service provider about income driven repayment plans, deferment options and whether you qualify for loan forgiveness

MHC Loans- Work directly with your school or ECSI regarding deferment or other repayment arrangements (not eligible for forgiveness)
68+
100+
Ways To Get Rid Of Your Student Loans (Without Paying Them)
An (Almost) Comprehensive Guide To Student Loan Forgiveness And Discharge
Last Updated: June 4, 2015

Amercian Student Assistance (ASA) logo on the top left.

What can SALT DO?

- Free Loan Counselors for members 877-523-9473
- Upload your loan data from NSLDS directly to SALT
- Search for jobs
- Job interview tips
- Understand your credit report and credit score (www.annualcreditreport.com)
- Review loan repayment options
Required Exit Counseling

Federal Stafford Loan-
www.studentloans.gov
MHC, Perkins, Mass No Interest-
www.heartlandecsi.com

Commencement tickets will not be released until all exits are completed
Loan Information Sessions

CDC

November 17\textsuperscript{th}  Managing Your Federal Student Loans  4:30-5:30pm

November 19\textsuperscript{th}  Managing your MHC & Global Loans  4:30-5:30pm
QUESTIONS

Stop in
Email
Call
Student Financial Services
16 Skinner Hall
sfs@mtholyoke.edu
413-538-2291
Info From the PRESIDENT’S OFFICE

Commencement is
Sunday, May 15, 2016
Schedule of Events

- Thursday, May 12....Red Carpet Event (5:00 pm)
- Friday, May 13.....Rehearsal (7:30 am)
- Saturday, May 14....Laurel Parade (8:30 am)
  ....Baccalaureate (9:00 pm)
- Sunday, May 15....Commencement (10:30 am)

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

- **Friday, May 13**
  - 7:30 am breakfast at Willits
  - 8:15 am- line up in Gymnasium, Kendall
  - 8:45 am- move to Amphitheater
  - Name pronunciations
  - Presentation from the Alumnae Association
  - Plan on being there until 12 noon
  - Laurel Chain rehearsal immediately following at gravesite
Special Seating Request Form

- Form is on the Commencement website
- Wheelchair access
- Mobility issues

Note: We do not provide wheelchairs.
Meal Tickets

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

Tickets are for family and guests only. 
Seniors do not need tickets for meals.

Order form will be available online in the spring.
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 for seniors – waiting on final number of graduates . . . stay tuned.

The event will be live streamed in several locations on campus for guests who prefer/need to be indoors.
Commencement Ticket Pick-up

Thursday, May 12, 2016
10:00am—12:00 pm

Friday, May 13, 2016
3:00—5:00 pm

Saturday, May 14, 2016
10:00—12:00 pm
Commencement Questions

Susan Martin
413-538-2663
Office of the President
204 Mary Lyon Hall
Info From RESIDENTIAL Life

Rachel Alldis and Melanie Ebig Lawson
Res-life@mtholyoke.edu, 413-538-2088
This applies to the seniors who have a Spring 2014 room assignment.

Housing, if living on-campus in Spring

* Halls close Tuesday, May 3 at noon for all but seniors & reunion workers.
* Seniors may stay in their Spring-assigned room until Monday, May 16 at noon.
* OK for whole period of May 3–16 at noon.
* Yes, there are meals for seniors in residence.
* Residence hall policies still apply, such as no alcohol in common spaces.
This applies to the seniors who left the College mid-year and, therefore, didn’t have a Spring 2014 room assignment.
This applies to the seniors who left the College mid-year and, therefore, didn’t have a Spring 2014 room assignment.
Thanks!

- From the Academic Deans Offices  x2855
  - Amy Grillo in Fall; Sarah Adelman in Spring
- From the Registrar’s Office  x2025
  - Lori Widmer-Hinckley
  - Elizabeth Pyle
- From Student Financial Services  x2291
  - Cindy LePage
  - Kate Rajbhandari
- From the President’s Office  x2663
  - Susan Martin
- From Residential Life  x 2088
  - Rachel Alldis
  - Melanie Ebig Lawson