

1. Complete the Application for Awarding of Degree

PLEASE CLEARLY PRINT OR TYPE NAME AS IT IS TO APPEAR ON THE DIPLOMA AND IN THE COMMENCEMENT PROGRAM.

This information is solely used for the Commencement Program and diploma. Report any changes **immediately** to the Registrar. **Submitting a Change of Name/Address Form with the Registrar's Office will NOT automatically update the Commencement Program.**

2. Submit the application and cap & gown order to the Registrar's Office.

Applications may be submitted via fax to 740-245-7445, e-mailed to records@rio.edu, or in person in the Reardon One-Stop. Rio Grande's commencement ceremony is held annually in the spring. **Late applications are subject to refusal. CHECK THE RIO CALENDAR FOR DATES!**

3. Graduation Fee.

The graduation fee is non-refundable and is due regardless of ceremony participation. If degree requirements are not completed as scheduled, a new application and fee must be submitted for the next commencement ceremony. Several payment options are available; contact the Business Office at 740-245-7226 or businessoffice@rio.edu for more information. Please consult the current "Tuition and Fees" listing on the Business Office website at: <http://www.rio.edu/business-office> for fee schedule.

4. Commencement Ceremony Participation.

Participation is a graduation requirement. If absence is unavoidable, **permission must be requested** in writing to the Registrar, Olivia Bevan via mail: Attn: Olivia Bevan, University of Rio Grande, Registrar's Office, P O Box 500, Rio Grande, OH 45674 or via e-mail: obevan@rio.edu.

5. Participation as a "summer" graduate (walking prior to completion of requirements).

In order to **"walk"** in the ceremony but complete academic work during the summer, all coursework must be completed by the end of the second summer session with the ending date as published in the Rio calendar. Final honors will appear on the transcript after the posting of summer grades.

In addition, there must be no more than 12 semester hours to complete. **MARK THE FORM SUMMER.**

6. GRANDE FINALE & CAREER FAIR

Grande Finale, which is held in March, is the final opportunity to confirm the accuracy of commencement information; receive financial aid exit counseling; confirm account status; and speak with an alumni representative. For information regarding Grande Finale, please contact Sherri Jarrell at sjarrell@rio.edu or 740-245-7368.

The Career Fair is also held during Spring Semester. For additional information regarding the Career Fair, contact Susan Haft at 740-245-7276.

7. Seeking employment? Make an appointment with the New Student Advising Office, Testing & Career Services.

The New Student Advising, Testing & Career Services Office offers services such as resume assistance, mock interviews, and registration on College Central Network, Rio's online job board. The office also hosts the annual Rio Career Fair, and the Teacher Recruitment Consortium both of which are held in the spring. Please stop by Rhodes Center, Room 115.

8. Caps and gowns will be available for pick up the week of commencement, as well as prior to the ceremony in the Rio Bookstore.

Caps and gowns not claimed within two weeks following the ceremony will be forfeited. Diplomas are not distributed during the ceremony. A notice will be inside the folder with information regarding distribution dates.