

T# _____ NAME _____ MAJOR _____

Step 1: What Degree will you complete while you are finishing your degree away from Oberlin?

B.A. B.Mus. Double Degree BM/MM MM Artist Diploma

Step 2: How do you wish your name to appear on your diploma? (Please see reverse for information about your name and commencement)

First Name and Middle Name (or Middle Initial) : _____

Last Name: _____

Step 3: What term will be your last term in attendance at Oberlin?

Fall 20 _____ Winter Term 20 _____ Spring Term 20 _____

Step 4: Are you planning to march at Commencement in May? YES NO UNDECIDED

**Only students that have been approved to finish their requirements away may participate in Commencement Activities.

Signature _____ Date _____

Please see the Office of the Registrar's home page for semester deadline information: <http://new.oberlin.edu/office/registrar/>

POLICIES REGARDING NAMES AT COMMENCEMENT

There are three situations in which your name will be read or listed for Commencement: your diploma, the Commencement Program, and the names which the deans read as you cross the stage. Your name, as it appears on your Oberlin Academic Record, is how it will be listed or read unless you take action to make a special request for a different listing of your name.

DIPLOMAS: The Office of the Registrar prints your diploma; if you are marching at Commencement, you will receive your diploma at the ceremony (unless the diploma is held for a specific reason). If you wish to have a different name on your diploma, you may request this on this degree application. Generally, we will accept requests for *variations* of your name; for example, a middle initial instead of your full middle name, a shorter first name (Dot instead of Dorothy). We cannot list a completely different name on your diploma than what is listed on your academic record.

COMMENCEMENT PROGRAM: The Office of the Registrar and the Office of Communications are responsible for producing the program; in early May, the Office of the Registrar supplies the list of graduates to Communications. Later in May, we proof the program before it goes to press. Once the program goes to press, we cannot make any changes to names. If you have a special request for how you wish your name to be listed in the program, you must make the Registrar's Office aware of that request by May 1. If you have requested a specific listing of your name via this form, that name will also be listed in the program.

DEANS' LISTS OF NAMES: At the Commencement Ceremony, the deans read names from a list. You will be invited to provide a guide for pronunciation so that the dean understands how to read your name. An announcement will be posted at the graduates Blackboard site in March and you will have the ability to fill out a form with the pronunciation guide. Once the Registrar's Office produces the list of names for the dean's offices, we do not maintain or notate the list of names so you must communicate directly with them.