

Quick Help Guide: Graduation

APPLYING FOR GRADUATION

- Verify with your Academic Advisor that you are eligible for graduation and meet all your program requirements on your Degree Evaluation.
- To submit the graduation or certificate application:
 1. Log in to **Ozone**.
 2. Select **Graduation Application** or **Certificate Application** under the *Education Planning* card. (If you are earning more than one degree or certificate, you must submit a separate application for each one.)
 3. Fill out application(s), verify the personal information located at the top of the screen is correct, and click Submit.
- To review graduation and certificate application deadline dates, please visit: owens.edu/records/graduation
- If you miss the application deadline, please email graduation@owens.edu to inquire about the next steps for a late application.

COMMENCEMENT

- To view information and FAQs about commencement dates and regalia, please visit: owens.edu/commencement
- Please note, certificate students do not participate in a Commencement ceremony.

GETTING YOUR DIPLOMA AND CERTIFICATE

- For a *paper* diploma or certificate:

Your paper diploma and/or certificate will be mailed to your permanent address on file within **6-8 weeks** from the end of the graduating term. Please make sure your physical address is up-to-date via Ozone.
- For a *digital* diploma or certificate:
 1. Upon completion of your final graduation audit, check your student email and text messages for the award notification from the Records Office (this may take up to 30 business days from the end of the graduating term).
 2. Follow the link to set up your Parchment digital credentials account.
 3. Download a secure .pdf version of your diploma or certificate through your Parchment account, which will always be accessible to you.
 4. Share your digital diploma on Facebook and LinkedIn via a verified link to immediately share your accomplishment with your family, friends, and potential employers.



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