

# Class of 2024 Graduation FAQ

## Helpful links & contact information:

- [chs-campuslife@okstate.edu](mailto:chs-campuslife@okstate.edu)
- [chsfinancialaid@okstate.edu](mailto:chsfinancialaid@okstate.edu)
- [tulsa.bursar@okstate.edu](mailto:tulsa.bursar@okstate.edu)
- [chs.helpdesk@okstate.edu](mailto:chs.helpdesk@okstate.edu)
- [chsgradprograms@okstate.edu](mailto:chsgradprograms@okstate.edu)
- [chsregistrar@okstate.edu](mailto:chsregistrar@okstate.edu)
- <https://medicine.okstate.edu/com/registrar/record-request.html>
- [www.studentaid.gov](http://www.studentaid.gov)

## E-mail Access After Graduation

I.T. has asked us to communicate the OSU-CHS policy regarding e-mail access after graduation. They will be sending out reminders about this policy several times in April and May. The policy can be reviewed here: [SEC-21.01 Email for Life Exception Policy.pdf](#) *This is not a Registrar policy. Please contact the Helpdesk with questions.*

## How do I get my diploma?

OSU-COM has contracted with Parchment for diploma services. Once your diploma is available, you will receive an email and/or a text message from Parchment to “claim” your diploma. If you order any larger sized 14 X 17 copies in addition to the regular 8 ½ X 11 size, you will receive separate notifications for each copy/order. **You will need to claim each diploma ordered in order to initiate the shipping process.** You’ll have access to your digital credential immediately. Do not wait to claim your diploma! If your email address changes, you will still be able to initiate the mailing of your diplomas, but you will not be able to access your digital credential.

## When can I expect my degree to be posted?

The Registrar’s Office cannot post your degree until all rotation grades have been submitted and requirements are complete. In some cases, it may be 2-3 weeks. Grades from some rural sites may not be immediately available. Please note that we track all missing grades and work closely with the departments in question to obtain them as quickly as possible. We will contact you if we need anything from you regarding a missing grade. Starting with the day of graduation, we generally post degrees within one business day of receiving the final rotation grade or requirement.

## **Are there other things that might hold up my degree?**

Students who received financial aid must complete their Financial Aid Exit Interview or we cannot release their final transcript or diploma. The Office of Financial Aid will send information about this process, or students can email [chsfinancialaid@okstate.edu](mailto:chsfinancialaid@okstate.edu). Students with Bursar balances will also have holds on their accounts. This includes payments for any large diplomas students may have ordered. Bursar questions should be directed to the CHS Bursar at 918-561-1563, or visit the Bursar Office in the CHS Bookstore during posted business hours. Students with FA Exit or Bursar holds will not be approved for COMLEX Level 3 until the holds are cleared.

## **How can I see which grades are missing?**

You can view your unofficial transcript at [my.okstate.edu](http://my.okstate.edu) (be sure your campus is OSU-CHS). Missing grades will be at the bottom listed under “Courses in Progress.” It can sometimes take several weeks after graduation to obtain all of the last rotation grades, so if something is missing, don’t panic. Again, we monitor this and work with the appropriate departments closely and will let you know if there is anything you need to do.

## **How can I submit credentialing or licensing paperwork for my residency program?**

Students can begin submitting paperwork or records requests needed for residency at any time. We will hold all paperwork or requests that need to be completed after graduation until your degree has been posted. Please use our records request form to request final transcripts and let us know that you would like us to hold the request for graduation. If you need a document showing your degree type with inclusive dates of enrollment and anticipated graduation date, simply request a proof of enrollment, which contains that information. <https://medicine.okstate.edu/com/registrar/record-request.html>

## **What If I need a .PDF copy of my final transcript?**

.PDF electronic transcripts are available via Parchment at <https://www.parchment.com/u/registration/33133292/account>. You can request the order be held until your degree is posted if prior to graduation. Expedited/overnighted paper transcripts are also available via Parchment.

**Mailed paper transcripts will continue to be available free of charge from the Registrar’s Office** using the records request form linked above. You can continue to use this form to request records after graduation and beyond.

## **How can I get a photocopy of my diploma?**

Students will receive an official digital copy of their diploma which they can access via their Parchment account. If a program or another credentialing body requires a copy be

e-mailed or mailed directly by the school, use the records request form above to request a copy. Please be sure to “claim” your diploma in a timely manner after you receive the text or email from Parchment in order to ensure you can access your digital credential.

## **How do I apply for my Oklahoma License?**

Class of 2024 students who practice in Oklahoma will apply for their full license beginning in the winter of 2025. There is a 2 page form to be completed by your medical school in the license packet. You will submit this form to us at that time, and we will complete it and forward it to the board along with a copy of your transcript and diploma. The form can be e-mailed to us as a .PDF attachment; just make sure that your portion at the top of the first page of the form is completed and signed. We will do the rest!

## **When can I register for COMLEX Level 3?**

Level 3 approvals are generally processed around the end of May. Approval also serves as a verification of graduation; therefore, approvals can't happen until after your degree is posted. If you have Bursar or other holds on your account, Level 3 approval won't be processed until holds are cleared.

## **I'm a Dual Degree student – what about my Graduate degree?**

Degree diplomas and most other services for CHS Graduate programs are handled through the main campus in Stillwater. Dual Degree students who appeared in past Commencement Programs or who will appear in the Graduate section of the current Program will not have those degrees relisted in the D.O. section. You will be contacted separately for diploma applications, ceremony information (if you plan to walk in the Graduate ceremony), degree information, etc. Please contact your graduate advisor or [chsgradprograms@okstate.edu](mailto:chsgradprograms@okstate.edu).

## **What if I need my transcript 5 years from now?**

You'll still contact us! We will continue to be your office for transcripts, completion of state licensure forms, and other records you'll need as you move through residency and into practice and beyond!

<https://medicine.okstate.edu/com/registrar/record-request.html>