

## How to Check Your Name on Your Diploma

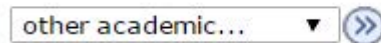
Go to your Student Service Center on BuckeyeLink.

In the top section on the left side of the screen is the title “Academics.” Directly below the ‘Academics’ heading is a list of possible actions:

- My Class Schedule
- Add a Class
- Drop a Class
- Grades
- Generate Advising Report
- My Academics



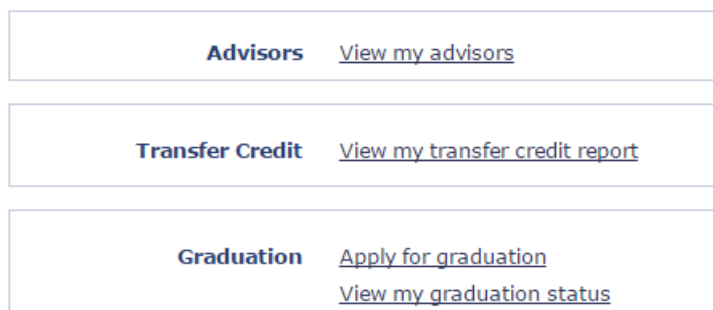
Click on “My Academics.”



On the “My Academics” screen you should see three boxes stacked one on top of another:

- Advisors
- Transfer Credit
- Graduation

### My Academics



In the “Graduation” box click on “View my graduation status.”

On the “Graduation Status” page you should see two boxes, one on top of the other: Program and Student Information.

## Graduation Status

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The Program box contains the Degree applied for, Major, Status for graduation, and Expected Graduation Term.

Program: Grad Education & Human Ecology	
<b>The Ohio State University   Graduate</b>	
<b>Degree:</b> Master of Arts	<b>Status:</b> Candidate for graduation
<b>Major:</b> History of Art	<b>Expected Graduation Term:</b> Spring 2016 Semester

The Student Information box contains the name that will be on the diploma (Diploma Name) and Permanent Address.

Student Information
Please verify that your name and permanent address are correct. For additional information, please contact your college office.
<b>Diploma Name</b> Jane Doe Buckeye
<b>Permanent Address</b> 190 N Oval Mall Columbus, OH 43210 Franklin

If the Diploma Name displayed is incorrect, take legal proof of your name to the Registrar's Office and complete a name change form. Legal proof includes, but is not limited to: Birth Certificate, Marriage Certificate/License, Valid Passport, Divorce Decree, Court Entry, or Order of Legal Name Change.