

Dear Seniors,

Welcome back! I hope you all had enjoyable summers and are looking forward to your last year at Douglass. As your class year dean, I am writing to let you know about a few “essentials” that will contribute to a successful senior year and a successful transition from college to careers, graduate programs, and life beyond the classroom.

First, please check your DPO for your Graduation Certification Notice. This form lists all of your Douglass requirements and tells you what you have completed as of May 2003. Review the form carefully to make sure our information is correct. As you may know, you cannot graduate (or walk in the commencement ceremony) until you have completed EVERYTHING: this includes your major, your Douglass core and proficiency requirements, 120 credits, and a minimum GPA of 2.0.

Second, the form includes a web address for the **diploma application**, which you will need to download, complete, and return to the Registrar’s office (the address is on the form). You may also submit it to 104 College Hall.

Third, please check with your major department to review your major requirements; we do not check major requirements with the academic departments until the spring, when your remaining coursework is already progress. Therefore, you should check with your major advisor as soon as possible to make sure you can complete your requirements by May.

Finally, if you are re-taking a course in which you received a D, make sure you do not add the credits a second time to your total credits. You should only receive degree credit once for each course.

General information: I know that many of you are beginning to feel somewhat anxious about life-after-graduation. Fortunately, there are a number of concrete steps that you can take right away to start formulating plans and “shaping your life.” First, visit the Career Services offices for general help and advising, and visit their website for a list of upcoming events on the various campuses: <http://careerservices.rutgers.edu/events.html>. Plan to attend relevant job fairs and career days, not only to meet prospective employers, but to pick up on the “language” of job hunting and workplace expectations. In October, Career Services will hold workshops for students interested in graduate school. They also hold resume writing workshops and will arrange mock interviews. Students interested in law school should meet with the pre-law advisor, Richard Pilch (see the Douglass Services Directory on the web). Students interested in graduate school in general should meet with a faculty member in their major to discuss options for graduate work and the graduate school application process. GRE applications are available in Career Services. If you are not sure where to start, you may want to meet with me in the fall during my walk-in hours (call Academic Services, 732-932-2900 ext. 100 for hours).

Seniors may also want to apply for the Transitional Leadership for the Workforce program, a series of seminars exploring the transition from Douglass to life beyond college. You can access information and applications on line:

http://www.douglass.rutgers.edu/loc2_trans_ldrshp.html

Other Things you need to know:

- ◆ If you have been withdrawn and readmitted, or taken a leave, or recently returned from study abroad, we may not have up-to-date records, in which case you do need to notify us or provide us with your most recent transcripts. *If you did not receive the Graduation Certification Notice in your DPO, contact me immediately via email (rreynold@rci.rutgers.edu).*
- ◆ Check your total credits and GPA. You will want to make sure that your courses have been properly credited.
- ◆ As I noted above, if you re-took a course with a grade of D, you will not get degree credit twice for the same course. Unfortunately, the registrar does not automatically remove the credits, so it gets confusing. In the worst case scenario, we will remove the credits just prior to graduation, leaving you without enough credits to graduate. This can lead to a lot of unhappiness. Meanwhile, If you re-took a course with a grade of F, you should fill out an “F” form in our office (104 College Hall) to have the first F removed from the GPA.

Please don't hesitate to meet with me if you have any questions. You may also email me at the address below. I look forward to working with you, and I hope you have a wonderful senior year.

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