

# ✓ GRADUATION CHECKLIST



## SIX MONTHS IN ADVANCE:

### **APPLY FOR GRADUATION**

**WHERE?** Login to myCayuga  
(<https://my.cayuga-cc.edu>)

#### **HOW?**

**Click** Student Services Tab

**Click** Student Records

**Click** Apply to Graduate

**WHEN?** Semester prior to your final semester

Final Semester	Apply By	Conferral Date
Spring	December 1	May
Intersession	December 1	January
Summer	April 1	August
Fall	July 1	December

### **SEND OFFICIAL TRANSCRIPTS**

**WHEN?** Immediately

*(All requirements must be met before you receive your degree. If you have courses you plan to transfer to meet graduation requirements, an "Official Transcript" must be issued to the Registrar's Office to be evaluated for credit.)*

## TWO MONTHS IN ADVANCE:

### **ORDER CAP AND GOWN**

**WHERE?** College bookstore (Auburn)

**WHEN?** 8 weeks before Commencement

[www.cayuga-cc.edu/students/commencement](http://www.cayuga-cc.edu/students/commencement)

*(There is no cost if ordered before the published deadline.)*

### **PAY OUTSTANDING BILLS**

Including library and parking fines. While a HOLD will not prevent participation in the commencement ceremony, it will prevent the release of diplomas.

## COMMENCEMENT DAY:

### **WHERE?**

Follow the signs for check-in. Seating is on a first-come, first-served basis in the at Falcon Park Stadium.

### **WEAR APPROPRIATE ACADEMIC ATTIRE**

**Academic gown and mortarboard are required.**

**Honors tassels** will be distributed at check in.

**Veteran's cords** will be distributed at check in.

### **OBTAIN NAME CARD**

**WHERE?** At the check-in table. This contains information that will be read aloud as you receive your diploma cover.

**WHEN?** As soon as you arrive.

## FOLLOWING COMMENCEMENT:

### **WATCH FOR AN EMAIL**

**WHERE?** Your Cayuga Email Address

**WHEN?** Within 1 month of Commencement

*(Stating your requirements are complete or your candidacy for graduation has been denied.)*

### **RECEIVE YOUR DIPLOMA**

**WHERE?** The Registrar's Office will mail you your diploma within 4-6 weeks after graduation.

#### **REGISTRAR'S OFFICE**

registrar@cayuga-cc.edu

AUBURN: (315) 294-8516



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