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

<table>
<thead>
<tr>
<th>Final Semester</th>
<th>Apply By</th>
<th>Conferral Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>May</td>
</tr>
<tr>
<td>Intersession</td>
<td>December 1</td>
<td>January</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>August</td>
</tr>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>December</td>
</tr>
</tbody>
</table>

☐ 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
(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

www.cayuga-cc.edu/students/commencement