

# READY, SET, GRADUATE!

A Step-by-Step Guide to Applying for Graduation - UGRD



The Registrar's Office



# OVERVIEW

- ✖ Step 1: Self-evaluation
- ✖ Step 2: Apply to Graduate or Apply for Early Commencement?
- ✖ Step 3: Graduation Fee Payment
- ✖ Step 4: Final Review
- ✖ Step 5: Senior Exit Survey
- ✖ Step 6: Diploma and Transcript
- ✖ Step 7: Commencement
- ✖ Step 8: Join the Alumni Association





# STEP 1: SELF-EVALUATION

Review your Degree Progress Report (DPR)

collapse all



expand all





ARC 150



ARC 201/201L

ARC 201/201L - 6 Units Required

The following courses were used to satisfy this requirement:


Course	Description	Units	When	Grade	Status
ARC 201	<a href="#">Architectural Design</a>	3.00	Fall Quarter 2012		
ARC 201L	<a href="#">Architectural Design Lab</a>	3.00	Fall Quarter 2012		

View All |  First  1-2 of 2  Last


ARC 202/202L

ARC 202/202L - 6 Units Required

- Units: 6.00 required, 0.00 taken, 6.00 needed


ARC 203/203L

ARC 203/203L - 6 Units Required

- Units: 6.00 required, 0.00 taken, 6.00 needed

The Registrar's Office



# MINIMUM UNITS TO GRADUATE



## GENERAL DEGREE REQUIREMENTS

### UNDERGRADUATE GENERAL DEGREE REQUIREMENTS 2010-Current Catalog (RG-5615)

#### MESSAGE: CURRICULUM REQUIREMENTS

THIS IS AN AUTOMATED ANALYSIS OF YOUR DEGREE PROGRESS BASED ON YOUR CURRICULUM REQUIREMENTS. (R-0229)

#### EXCESS UNITS

In order to optimize completion of requirements, excess units from one requirement are split and may be applied toward other requirements.

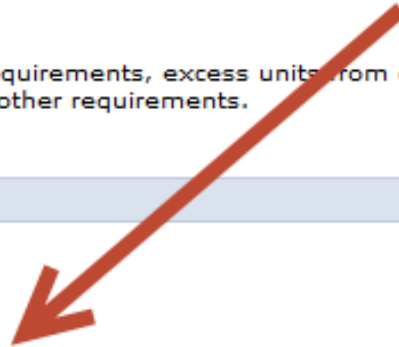
#### TOTAL UNITS REQUIREMENT

FOR THE DEGREE (R-0230)

#### MINIMUM UNIT REQUIREMENT

MINIMUM UNITS REQUIRED FOR DEGREE - 180 Units Required

- Units: 180.00 required, 61.50 taken, 118.50 needed



# COMMON MISTAKE: DOUBLE COUNTED COURSES

- + Courses used to cover multiple requirements but not the unit requirements
  - × More unrestricted electives need to be taken

Example:

COM 204 satisfies 2 requirements

(Support Courses & GE Area A1 Oral Communication)



# COMMON MISTAKE: REPEATED COURSES

- ✘ Courses repeated do not count twice.
- ✘ If course is taken more than once, the total units earned should be reduced for each attempt after the original units.

## Example:

Fall

COM 106: D-

Winter

COM 106: C+

\* You receive 4 units for this course \*



# ARE YOU READY TO GRADUATE?

- ✘ Any outstanding documents:
  - ✘ e.g.: grade changes, grade forgiveness forms, college transcript and/or required contracts submit to the Registrar's Office
  - ✘ Your academic records may not be adjusted once you have graduated
- ✘ Other requirements (Internship, Senior Project, GWT) must be completed and graded by the end of the quarter you intend to graduate



# STILL HAVE QUESTIONS?

## See your:

- + **Academic Advisor** in your Major department OR College:
  - × Major core, support courses, outstanding requirements
- + **Transfer & Graduation Advisor (TGA)** in the Registrar's Office:
  - × Transfer credit, general education, GPA, residency units, lower/upper division unit requirements





# GRADUATION CHECKS

- ✘ Your DPR serves as your Graduation Check
  - ✘ You don't need to make an official request
- ✘ After achieving Senior status, a Graduation Check is automatically completed by your Transfer and Graduation Advisor (TGA)
  - + You will receive an email notification once you have received a graduation check
  - + Review your DPR every quarter to ensure your requirements are met. If not, please notify your TGA.
- ✘ Don't deviate from your DPR!



# GRADUATION CHECKS CONT.

## GENERAL DEGREE REQUIREMENTS

### UNDERGRADUATE GENERAL DEGREE REQUIREMENTS 2010-2013 (RG-5615)

#### MESSAGE: CURRICULUM REQUIREMENTS

**THIS IS AN AUTOMATED ANALYSIS OF YOUR DEGREE PROGRESS BASED ON YOUR CURRICULUM REQUIREMENTS. (R-0229)**

**\*\*\*\*\* THIS DPR SERVES AS YOUR GRADUATION CHECK \*\*\*\*\***

**This report has been reviewed by your [Transfer and Graduation Advisor](#) for the purpose of checking the student's progress toward graduation requirements.**



## STEP 2: HOW TO APPLY TO GRADUATE

- × **When to apply:**
  - + ONLY when you are sure which quarter completing ALL required courses towards degree
  - + Students may apply up to two quarters in advance
  - + Deadlines posted on Registrar's website
- × **Apply online via BroncoDirect by the deadlines:**
  - + If you missed the online deadline, apply in person at the Bronco Advising Center
- × **Email confirmation sent after applying:**
  - + Includes instructions with link to pay graduation fee via BroncoDirect and important deadlines
- × **Registration Hold:**
  - + Blocks registration for future quarter immediately after graduation term
- × **Registration appointments for graduating seniors:**
  - + To qualify for an early Graduating Senior appointment you would need to have 20 or less units and applied for graduation



# THE 2017-2018 APPLICATION DEADLINES

<i>Quarter when Graduation is Expected:</i>	<i>Online Graduation Application Period*</i>	<i>Apply by This Date to Receive the Graduating Senior Registration Appointment</i>	<i>Deficiencies Must Be Clear By</i>	<i>Diploma Mailing Date</i>
<b>Summer 2017</b>	March 27, 2017 to August 10, 2017	April 14, 2017	September 27, 2017	Various
<b>Fall 2017</b>	March 27, 2017 to October 20, 2017	May 11, 2017	January 5, 2018	Various
<b>Winter 2018</b>	September 21, 2017 to January 26, 2018	October 20, 2017	April 13, 2018	Various
<b>Spring 2018</b>	<p>January 2, 2018 to April 13, 2018</p> <p><b>Spring applicants must apply by this online deadline to be in the Commencement Program</b></p> <p><b>If you have requirements to complete after spring quarter, please do not apply for graduation, instead please see if you qualify for Early Commencement Participation.</b></p>	January 26, 2018	July 13, 2018	Various
<b>Summer 2018</b>	March 26, 2018 to May 1, 2018	TBA	TBA	Various



# SPRING QUARTER GRADUATION DEADLINE

## Spring 2018 Online Graduation Application Period

Your name will be printed in the  
Commencement Program if you apply  
by the deadline

January 2, 2018 – April 13, 2018

## Commencement Confirmation

Spring Graduation Applicants will be  
notified on their eligibility to  
participate in Commencement via  
email

Tuesday,  
May 1, 2018

The Registrar's Office



# MISSED THE SPRING ONLINE DEADLINE FOR GRADUATION?

## Spring 2018 In Person Graduation Application Period

If you missed the online application deadline, visit the Bronco Advising Center to fill out a paper application.

You may participate in the Commencement Ceremony, but your name will not be guaranteed in the Commencement Program

April 13, 2018– June 8, 2018



## STEP 3: GRADUATION APPLICATION FEE

- ✘ \$59 non-refundable/cannot be rolled-over to future quarters if you don't graduate
- ✘ Pay Online via BroncoDirect or In-Person
- ✘ Payment covers commencement and diploma fees
- ✘ Reminders:
  - + Apply to Graduate and receive Email Confirmation before making payment.
  - + \$59 fee required each time you apply. No refunds.



# STEP 4: FINAL REVIEW

- ✘ Your TGA will begin clearing students once grades are posted
- ✘ You may receive a reminder email on deficiencies, if applicable
  - + Last day to clear deficiencies is posted on the Registrar's website
  - + All documents must be submitted and requirements completed before clearing you for graduation!
  - + Drop any minor(s) not intending to complete.
    - + Minors are not dropped automatically and may delay graduation.
- ✘ Your degree will appear on transcript as soon as it has been awarded





# IN SUMMARY...

- ✘ Monitor your grades. Must have a **2.0 GPA** in all 3 categories – core, CPP and overall to graduate.
- ✘ Submit remaining documents to the Registrar's Office. Missing documents may delay graduation.
  - ✘ (i.e. Course Substitutions, Grade Changes, Drop Minor, Grade Forgiveness Petitions, College Transcripts)
- ✘ Review and update personal information in BroncoDirect (i.e., mailing address, etc.)
- ✘ Clear outstanding obligations (i.e. fees, library books, equipment holds, etc.)



# IN SUMMARY...

- ✘ You must be within 20 units of completing degree to receive a Graduating Senior appointment.
- ✘ If you apply too early or don't meet requirements, you will need to reapply in a future term.
  - + Tip: Apply after you register for your final classes
- ✘ Apply when you are 100% sure. You may not pass a class or the class needed may not be available during the term you want to graduate.
- ✘ Check your CPP email regularly for communications relating to graduation status.



# LASTLY...

- ✘ Students that applied for Spring Graduation will be notified by email about their eligibility to participate in Commencement by May 1, 2018. Please keep the email as confirmation.
- ✘ Do not participate in Commencement:
  - ✘ If you are not graduating; and/or
  - ✘ Received email stating Not Eligible to participate in Commencement.

Ineligible students will be fined \$200 for attending Commencement

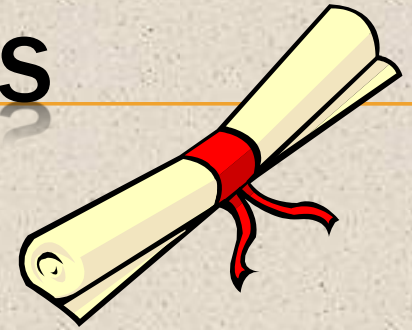


# STEP 5: SENIOR EXIT SURVEY

- ✘ You will receive a congratulatory email to your CPP email address once your degree has been posted
  
- ✘ Shortly after, the “Diploma Email” will be forwarded requesting to complete the “*Senior Exit Survey*”
  - + Once you complete the *Senior Exit Survey*, your diploma will be processed.
  
- ✘ Please see the “Diploma Information” web page for further information: <http://www.cpp.edu/~registrar/graduation/diploma-information.shtml>.



# STEP 6: DIPLOMA & TRANSCRIPTS



## × DIPLOMA Delivery:

- + Verify names and addresses for accuracy
  - × If correction required, contact the Registrar's Office
- + Diploma sent automatically to mailing address on record
- + You may arrange to pick-up your diploma from the Registrar's Office @ [diplomas@cpp.edu](mailto:diplomas@cpp.edu).

## × TRANSCRIPT Request:

- + You may place an order for official transcript(s) in advance via BroncoDirect

Financial/equipment holds will block release of  
diploma and transcripts



Not quite done but want to participate in spring commencement?

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# EARLY COMMENCEMENT PARTICIPATION

# EARLY COMMENCEMENT PARTICIPATION (ECP) FOR UNDERGRADUATES

- ✘ Eligibility:
  - + Within **8** units of completing degree at the end of the spring quarter
  - + Good Academic Standing
- ✘ ECP application available on the Registrar's website:
  - + February 1, 2018 - April 13, 2018
  - + **No late applications accepted!**
- ✘ ECP process for graduate students (Masters/Doctorate) is different:
  - + Consult your graduate coordinator for more information.
- ✘ ECP does not include Summer 2018 Graduation Application:
  - + It is a separate process!

**Reminder: The ECP is not the same as applying to graduate.**

**Apply to graduate separately when fulfilling your requirements.**

# EARLY COMMENCEMENT PARTICIPATION (ECP) DEADLINE

## Early Commencement Participation Online Application Period

Name will be printed in the  
Commencement Program if you apply  
by the deadline and are eligible

February 1, 2018 – April 13, 2018

## Early Commencement Participation Confirmation

ECP Applicants will be notified on  
eligibility to participate in  
Commencement via email

Tuesday,  
May 1, 2018

**NOTE:** ECP is for seniors that are not graduating at the end of spring quarter.  
Do not apply for both ECP and Spring Graduation!



# SAMPLE EARLY COMMENCEMENT PARTICIPATION (ECP) FORM

## Early Commencement Participation Request Form (Spring 2018)

For Undergraduate Students with 8 or Fewer Units of Remaining Degree Requirements  
California State Polytechnic University, Pomona

### Early Commencement Participation Request Form

Submit this request to the Registrar's Office no later than 4:30 PM on Friday, April 13, 2018.  
Requests after the deadline will NOT be accepted.

Before submitting your application, make sure all documents impacting your units completed have been submitted to the Registrar's Office for processing.

### Degree Information

Did you already receive a degree or have you applied for Spring quarter graduation? (required)\*

No

### Student Information

**Bronco Number**

000012345

**First Name**

BILLY

**Middle Name**

A

**Last Name**

BRONCO

**CPP Email Address**

BILLYBRONCO@cpp.edu

**Phone Number**

555-123-4567

**Major 1\***

BUSINESS ADMINISTRATION

**Option 1\***

COMPUTER INFORMATION SYSTEMS OPTION

**Major 2**



# ECP CONFIRMATION EMAIL NOTIFICATION

- ✘ Once you submit your ECP application, you will receive a confirmation email.
- ✘ You will be notified via eligibility email to participate in Commencement by May 1, 2018
- ✘ Pay the \$59 non-refundable fee once you see it posted on your student financials



# STEP 7: COMMENCEMENT

## Who is eligible to attend?

- ✘ Students that graduated in Summer 2017, Fall 2017, or Winter 2018
  - + No additional forms or fees required to participate in Commencement
- ✘ Spring 2018 candidates that received an Eligible confirmation from the Registrar's Office
- ✘ Approved Early Commencement Participants

## Who is not eligible to attend?

- ✘ Do not participate in Commencement if you are not graduating
  - + Ineligible students will be fined \$200 for attending Commencement

# 2018 COMMENCEMENT SCHEDULE

## June 8<sup>th</sup> – Friday

4pm – Collins College of Hospitality Management

8pm – Don B. Huntley College of Agriculture

## June 9<sup>th</sup> – Saturday

9am – College of Business Administration

*3pm* – College of Science

8pm – College of Education and Integrative Studies

## June 10<sup>th</sup> – Sunday

9am – College of Engineering

*3pm* – College of Letters, Arts and Social Sciences

8pm – College of Environmental Design

For event or ceremony questions, please email: [commencement@cpp.edu](mailto:commencement@cpp.edu).



# PREPARING FOR COMMENCEMENT

- ✘ **Cultural Graduation Celebrations** - open to all
  - + Check the OSLCC website for dates and registration information (dates will be available in the winter)  
<http://www.cpp.edu/~oslcc/index.shtml>
- ✘ **Grad Fair** - - Attend the Fair on Commencement needs:
  - + April 17 to 18, 2018 from 10 am to 6:30 pm at the Bronco Bookstore
- ✘ **Honors Cord** - - If you are graduating with a 3.5+ cumulative GPA as of the end of Winter 2018:
  - + Pick up your Honors Cord from Bronco Advising Center starting May 14, 2018.



# APRIL IS SENIOR MONTH

- ✘ Resumaniac – *April 17 & 18, 2018*
- ✘ Prep for Career Day – *April 19, 2018*
- ✘ Grad Fair at the Bronco Bookstore – *April 17 & 18, 2018*
  - + GET YOUR ALUMNI GEAR!
- ✘ Student & Employer Breakfast – *April 26, 2018*
- ✘ Spring Career Fair – *April 26, 2018*
- ✘ Senior Send Off – *May 8, 2018*

Contact Andrea DeCoudres for more information  
[aydecoudres@cpp.edu](mailto:aydecoudres@cpp.edu)



CAL POLY POMONA  
ALUMNI ASSOCIATION

# BRONCO FOR LIFE

[www.cppalumni.com](http://www.cppalumni.com)

- ✘ Stay Connected - Join the Alumni Association
  - + News World Report - Alumni Participation helps increase the university ranking.
- ✘ Stay Informed
  - + Facebook (CPPAlumni)
  - + Twitter (@cppalumni)
  - + Linkedin (Cal Poly Pomona Alumni Association)
  - + Instagram (cppalumni)
- ✘ Stay Involved
  - + Alumni Only Career Fairs
  - + Pumpkin Festival Preview Night
  - + Career Fair Breakfast with Employers
  - + Angel Game Nights
  - + Networking Events



**CAL POLY POMONA**  
ALUMNI ASSOCIATION



Visit the Registrar's Office website for more information

[HTTP://WWW.CPP.EDU/~REGISTRAR/](http://www.cpp.edu/~registrar/)





