



READY, SET, GRADUATE !

REGISTRAR'S OFFICE - cpp.edu/~registrar

Step One: Self-Evaluation

- Will you have a minimum of 180 units required to graduate? Use your unofficial transcript and Degree Progress Report (DPR) to track the total units to determine if you need additional unrestricted electives.
 - Are there any courses that are being double counted or repeated?
- Have you reviewed your DPR to make sure all your requirements are complete or in progress? ✔ ◆
- Do you have a minimum 2.0 CPP, Core and Overall GPA?
- Have you submitted all outstanding documents to the Registrar's Office such as Transcripts, Course Substitutions, Grade Changes, Grade Forgiveness Petitions, etc.? Missing documents may delay your graduation.
- Have you contacted your Academic Advisor in your major department to go over graduation requirements?
- Did you pass the GWT?

Step Two: Apply For Graduation

- Review and update your contact information in BroncoDirect.
- Clear outstanding obligations (fees, library books, fines, etc.).
- Apply and pay online by the application deadline.



NOTE: Not graduating, but would like to participate in commencement?

Early Commencement Participation applications are available online starting February 1, 2018. You must be within 8 units of completing your degree at the end of the spring quarter to be eligible.

Do not apply for Spring Graduation if you are applying for Early Commencement Participation.

Step Three: Prepare for Spring Commencement

- Review the Commencement website (<http://www.cpp.edu/~commencement/>).
- Pick up your honors cord at the Bronco Advising Center during Spring Quarter. Honors are available based on GPA after over-all Winter 2018 quarter. Honors applies to undergraduates who graduate with the following overall GPA:
Summa Cum Laude: 3.80 - 4.00 Magna Cum Laude: 3.65 - 3.79 Cum Laude: 3.50 - 3.64
- Attend the Grad Fair on April 17 or 18, 2018 at the Bronco Bookstore for all your Commencement ceremony needs.

Step Four: Post Graduation

- Complete the *Senior Exit Survey*
Note: Once your degree is awarded, you will receive an email to your CPP account linking to the Registrar's Office webpage—Senior Exit Survey. For more information about diplomas, please visit: <http://www.cpp.edu/~registrar/graduation/diploma-information.shtml>
- Order your official transcripts online through the *National Student Clearinghouse*. Same day PDFs are available.

Spring 2018 Online Graduation Application Period	Spring 2018 Early Commencement Participation Application Period (8 units or fewer remaining after spring)	Spring 2018 In Person Graduation Application Period	Commencement Confirmation
Your name will be printed in the Commencement Program if you apply by the deadline	Your name will be printed in the Commencement Program if you apply by the deadline and are eligible	You may participate in Commencement but your name will <u>not</u> be printed in the Commencement Program	Spring Graduation & Early Commencement Participation Applicants will be notified on eligibility to participate in Commencement via email
January 2, 2018 – April 13, 2018	February 1, 2018 – April 13, 2018	April 16, 2018 – June 8, 2018	May 1, 2018