READY, SET, GRADUATE!
A Step-by-Step Guide to Applying for Graduation - UGRD
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
- Step 7: Commencement
- Step 8: Join the Alumni Association
STEP 1: SELF-EVALUATION

Review your Degree Progress Report (DPR)
## Minimum Units to Graduate

<table>
<thead>
<tr>
<th>Major Units</th>
<th>GE Units</th>
<th>Other Units</th>
<th>Total Minimum Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>180 minimum</td>
</tr>
</tbody>
</table>

**General Degree Requirements**

**Undergraduate General Degree Requirements 2010 - Current Catalog (RG-5615)**

**Message: Curriculum Requirements**

- 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

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The Registrar’s Office
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 that are repeated do not count twice.
- If you have taken a course more than once, this needs to be reduced from your total number of units.

Example:

Fall       Winter
COM 106 – D-   COM 106 – C+

* You receive 4 units for this course
ARE YOU READY TO GRADUATE?

- Submit any outstanding petitions, grade changes, grade forgiveness petitions and/or required contracts and changes 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

- Soon 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 after your graduation check to make sure everything is accounted for. If not, please notify your TGA.

- Review your DPR every quarter to ensure requirements are being met. Don’t deviate from your DPR!
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 know **for sure** which quarter you will be completing **ALL** required courses for your degree
  - Students may apply up to two quarters in advance
  - **Deadlines** posted on Registrar’s website

- Email confirmation sent shortly after applying
  - Provides instructions with link to pay graduation fee via BroncoDirect and other important deadlines

- Registration Hold
  - Blocks registration for 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 2016-2017 Application Deadlines

<table>
<thead>
<tr>
<th>Quarter when Graduation is Expected:</th>
<th>Graduation Application Period:</th>
<th>Apply for Graduation to receive Graduating Senior Registration Appointment By:</th>
<th>Deficiencies Must Be Cleared By:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2016</strong></td>
<td>March 28 - October 21, 2016</td>
<td>May 12, 2016</td>
<td>January 6, 2017</td>
</tr>
<tr>
<td><strong>Winter 2017</strong></td>
<td>September 22, 2016 - January 27, 2017</td>
<td>October 21, 2016</td>
<td>April 12, 2017</td>
</tr>
<tr>
<td><strong>Spring 2017</strong></td>
<td>January 3, 2017 - April 14, 2017 (Apply for graduation by April 14 to have your name printed in the Commencement Program)</td>
<td>January 27, 2017</td>
<td>July 12, 2017</td>
</tr>
<tr>
<td><strong>Summer 2017</strong></td>
<td>March 27, 2017 - August 10, 2017</td>
<td>April 14, 2017</td>
<td>September 27, 2017</td>
</tr>
</tbody>
</table>
### Spring Quarter Graduation Deadline

<table>
<thead>
<tr>
<th><strong>Spring 2017 Online Graduation Application Period</strong></th>
<th><strong>Commencement Confirmation</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name will be printed in the Commencement Program if you apply by the deadline</td>
<td>Spring Graduation Applicants will be notified on their eligibility to participate in Commencement via email</td>
</tr>
</tbody>
</table>

| **January 3, 2017 – April 14, 2017** | **Tuesday,**  
**May 2, 2017** |
MISSED THE SPRING ONLINE DEADLINE FOR GRADUATION?

Spring 2017 In Person Graduation Application Period
If you missed the online application deadline you will need to visit the One-Stop next to the Registrar’s Office to fill out a paper application. You may participate in Commencement but your name will not be guaranteed in the Commencement Program

April 15, 2017 – June 9, 2017
KEEP IN MIND…

- If you miss the online graduation application deadline, please see an Enrollment Counselor at the One-Stop for a paper application.
  - do not apply for just any term – the term will disappear once the deadline has passed

- If you are graduating in the Spring, make sure you apply online to ensure your name gets printed on the Commencement program
  - If you miss the online deadline, you will still get to participate in Commencement, but your name will not be printed on the Commencement program
EARLY COMMENCEMENT PARTICIPATION

Eligibility
- Within 8 units of completing degree at the end of the spring quarter
- Good Academic Standing

Submit the online application by the April 14, 2017 – no late applications accepted!

- Pay $59 Non-Refundable Fee at Cashier’s Office
- Applications for both undergrad & graduates available on the Registrar’s website starting February 2017
- ECP process for graduate students (Masters/Doctorate) is different, please consult your graduate coordinator for more information.

Reminder: This is not the same as applying to graduate. You must apply to graduate separately when you have fulfilled your requirements.
**SPRING EARLY COMMENCEMENT DEADLINE**

<table>
<thead>
<tr>
<th>Spring 2017 Early Commencement Participation Application Period</th>
<th>Early Commencement Confirmation Early Commencement Participation Application</th>
<th>Applicants will be notified on eligibility to participate in Commencement via email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your name will be printed in the Commencement Program if you apply by the deadline and are eligible</td>
<td>February 1, 2017 – April 14, 2017</td>
<td>Tuesday, May 2, 2017</td>
</tr>
</tbody>
</table>

NOTE: Early Commencement is for people that are not graduating at the end of spring quarter. Do not apply for both ECP and Spring Graduation!
Early Commencement Participation Request Form
For Undergraduate Students with 8 or Fewer Units of Remaining Degree Requirements
California State Polytechnic University, Pomona

Submit this request to the Registrar’s Office no later than 4:30 PM on Friday, April 15, 2016. Requests after the deadline will NOT be accepted.

Degree Information
Did you already receive a degree or have you applied for Spring quarter graduation? *

Student Information
Bronco Number
800078429
First Name
Middle Name
Last Name
Email Address
DORALEE@cpp.edu
Phone Number

Major 1
Option 1
Major 2
Option 2

The Registrar’s Office
Thank you for submitting your application for Early Commencement Participation. An email will be sent out no later than May 2, 2016 to notify you about your eligibility to participate in Commencement. Documents that may impact your eligibility should have been submitted with/or prior to submitting this application. Once this application is submitted, we are not responsible for contacting you if you are missing a document that will impact your eligibility.
STEP 3: GRADUATION APPLICATION FEE

- $59 Non-Refundable/Cannot be rolled-over to future quarters if you don’t graduate
- Pay within 10 days of submitting application
- Online via BroncoDirect or In-Person
- Payment covers commencement and diploma fees
- Reminders:
  + Apply to Graduate 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 about your deficiencies
  - Last day to clear deficiencies is posted on the Registrar’s website
  - All documents must be submitted and requirements completed before we can clear you for graduation!
- Your degree will appear on your 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 any remaining documents to the Registrar’s Office. Missing documents may delay your graduation. (i.e. Course Substitutions, Grade Changes, Grade Forgiveness Petitions)
- Review and update personal information in BroncoDirect (i.e., mailing address, etc.)
- Clear outstanding obligations (i.e. fees, library books, etc.)
IN SUMMARY...

- You must be within 20 units of completing your degree to receive a Graduating Senior appointment.
- If you apply too early, you may run into paying the fee again if you don’t meet all requirements when indicated.
  - Tip: Apply after your register for your classes
- Apply only when you are 100% sure. Even then you may not pass a class or the class you need may not be available during the term you want you graduate.
- **There are no refunds.** Make sure you read everything while you are applying online for graduation. It is your responsibility to understand the policies.
LASTLY...

- Students that applied for Spring Graduation or Early Commencement Participation (ECP) will be notified by email about their eligibility to participate in Commencement by May 2, 2017
- Do not participate in Commencement if you are not graduating
  - Ineligible students will be fined $200 for attending Commencement
- Do not apply to graduate if you are not done.
  + Each time you apply, a $59 fee will be assessed
  + The $59 fee is non-refundable and it may not be rolled-over to pay for a future graduation application
STEP 5: SENIOR EXIT SURVEY

- You will receive an email to your Cal Poly Pomona email address once your degree has been posted.
- Within the email, you will be asked to complete the “Senior Exit Survey”.
- Please be sure to complete the survey that is sent to you, and not any that may be forwarded to you by others. Your diploma will not be processed if you do not complete the survey that is sent to your Cal Poly Pomona email address.
- Once you have completed the Senior Exit Survey, your diploma will be processed.
STEP 6: DIPLOMA & TRANSCRIPTS

- Diploma Delivery Dates
  - Verify names and addresses are correct
    - If needed, contact the Registrar’s Office to update
  - Sent automatically to mailing address on your record
  - You can arrange to pick-up your diploma from the Registrar’s Office

- Duplicate Diploma Requests

- Transcript Requests
  - You may place an order for your official transcript in advance through BroncoDirect
  - We now have PDF transcripts.

- Financial/equipment holds will block release of diploma and transcripts
STEP 7: COMMENCEMENT

Who is eligible to attend?

- Students that graduated in Summer 2016, Fall 2016, or Winter 2017
  - No additional forms or fees required to participate in Commencement
- Spring 2017 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
2017 COMMENCEMENT SCHEDULE

June 9th – Friday
4pm – Don B. Huntley College of Agriculture
8pm - College of Education & Integrative Studies

June 10th – Saturday
9am – College of Engineering
3pm – College of Letters, Arts & Social Sciences
8pm – College of Environmental Design

June 11th – Sunday
9am – College of Business
3pm – College of Science
8pm – Collins College of Hospitality Management
PREPARING FOR COMMENCEMENT

- Cultural Graduation Celebrations are open to all students
  - Check the OSLCC website for dates and registration information (dates will be available in the winter)
    http://www.cpp.edu/~oslcc/index.shtml
- Attend the Grad Fair to take care of your Commencement needs: April 18 & 19, 2017 from 10 am to 6:30 pm at the Bronco Bookstore
- If you are graduating with a 3.5+ cumulative GPA as of the end of Winter 2017, pick up your Honors Cord from the One-Stop next to the Registrar’s Office starting May 15, 2017.
APRIL IS SENIOR MONTH

- Resumaniac - *April 18 & 19, 2017*
- Prep for Career Day – April 20, 2017
- Grad Fair at the Bronco Bookstore - *April 18-19, 2017*
  + GET YOUR ALUMNI GEAR!
- Student & Employer Breakfast - *April 27, 2017*
- Spring Career Fair – *April 27, 2017*
- Senior Send Off –TBD

Contact Andrea DeCoudres for more information
aydecoudres@cpp.edu

CAL POLY POMONA
ALUMNI ASSOCIATION
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
Visit the Registrar’s website for more information

HTTP://WWW.CPP.EDU/~REGISTRAR/
CONGRATULATIONS BRONCOS!