



# CEIS Credential Commencement Overview

Registrar's Office

January 31, 2026





# When Does the Application Link Open?

- For spring 2026, the application period is January 31 through March 6, 2026.
- The application link opens one day after the add/drop period ends and closes on the first Friday of March.
  - *Note: The Fall term **closing date** is the official end of the term.*



# Who Is Eligible to Participate?

- Credential Students enrolled in the following courses will receive communication to apply for commencement:
  - EDU 5160, 5260, 5345, 5346, 5347, 5348, 5410, 5420, EDL5470
- Administrative Exception may be granted through the [Credential Office](#) in coordination with the [Registrar's Office](#).
- Students dual-enrolled in a Credential and a Master's or EdD program must go through the regular Apply for Graduation process.



## How to Apply for Credential Commencement

1. Students will receive an email from CEIS inviting them to opt in to Credential Commencement.
2. To Apply, log in to your BroncoDirect [Student Center](#).
3. Select [Academics](#).
4. Select [Credential Commencement](#).
5. Choose Opt-In to Participate in Commencement.
6. Pay the [\\$100 Commencement Fee](#) (*non-refundable*).
7. Once payment is completed and verified, the student's name will be added to the **Commencement Dashboard**.



# Credential Only Students – Step 1

Log into BroncoDirect **Student Center** < click **down arrow** by **Academics** < select **Credential Commencement**

The screenshot displays the BroncoDirect Student Center interface. On the left, a sidebar menu lists various student services: Student Center, My Communications, Personal Information, Classes & Registration, Financial, and Graduation. The 'Student Center' option is highlighted with a red box. The main content area shows the 'Student Center' header, followed by a sub-header 'Academics' which is also highlighted with a red box. Below 'Academics', a list of options is shown: 'Apply for Graduation', 'Class Schedule', 'Credential Commencement' (highlighted with a red box), 'Enrollment: Add', and 'Enrollment: Swap'. A red text overlay in the upper right of the main content area reads: 'Log into BroncoDirect Student Center < click Academics < select Credential Commencement'.



# Credential Only Students – Step 2

To Opt-In: Select “**Yes, I would like to participate in commencement.**”

To Opt-Out: Select “**No, I will not be participating in commencement.**”

## Credential Commencement



Congratulations! The College of Education and Integrative Studies (CEIS) is extremely proud of all you have achieved on your credential journey. This path requires persistence, dedication, and a strong commitment, and we commend the hard work that brought you to this milestone.

While commencement formally recognizes this accomplishment, CEIS celebrates every success and step you have taken along the way. Whether or not you choose to participate in the ceremony, your achievements are deeply valued by our community, and your continued pursuit of excellence is truly inspiring.

**Yes, I would like to participate in commencement.**

**No, I will not be participating in commencement.**



# Credential Only Students – Step 3

- After selecting “**Yes,**” please read the message carefully, then select “**Click to pay the \$100 commencement fee.**”
- If you change your mind, select “**I no longer wish to participate in commencement.**”

## Credential Commencement

Commencement is a chance to celebrate this incredible achievement. Even as you may still be finalizing certain program requirements and planning to complete summer required courses for the credential, participating in the ceremony provides an opportunity to recognize your steadfast dedication, perseverance, passion, and commitment as a future educator.

Commencement is open to those completing their credential in fall, spring, or summer.

A \$100 commencement fee is required to cover the ceremony. In addition, a separate \$25 credential evaluation fee, payable directly to the Credential Office, is required to process state-level recommendations. Regalia must also be purchased to participate in the ceremony.

We look forward to cheering for you as your name is called and the CEIS community celebrates alongside you!

**Click to pay the \$100 commencement fee.**

**I no longer wish to participate in commencement.**

Select here if you are  
no longer interested



# Credential Only Students – Step 4

- After you select “**Pay \$100 Commencement Fee**,” a warning message will appear. Click “**Allow**” to open a new window and complete your payment through **CashNet**.

**Credential Commencement**

Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](#).

☒ Yes, I would like to participate in commencement. ☐ No, I will not be participating in commencement.

Last Update  
Date/Time 12/23/2025 1:59:15PM

**Pay \$100 Commencement Fee**

Amount Paid \$0.00

**Credential Commencement**

Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](#).

☒ Yes, I would like to participate in commencement. ☐ No, I will not be participating in commencement.

Last Update  
Date/Time 12/23/2025 1:59:15PM

**Pay \$100 Commencement Fee**

Amount Paid \$0.00

**Warning** ✕

This site is trying to open a new window

**Allow** **Block**



# Credential Only Students – Step 5a

- Payment is a 2-step process.
- On the **Cashnet** Window, select your payment method and complete the required information, and click **Continue.**

Step 1 of 2: Payment method

1 2

How would you like to pay?

**Payment amount**  
\$100

**\* Payment method**

New credit or debit card

AMERICAN EXPRESS DISCOVER JCB MasterCard UnionPay VISA

**\* Card number**  
5454 5454 5454 5454

**\* Expiration date**  
01 / 27

**\* Security code** ⓘ  
123

**\* Zip/Postal code**  
91768

International cardholders may input "N/A"

Kyle Hood	
Description	Amount
Commencement Only for Credential Students	\$100.00
Subtotal	\$100.00
Total	\$100.00

Cancel Continue



# Credential Only Students – Step 5b

- Enter the “**Email Address.**”
- Click “**Pay \$100.**”

Step 2 of 2: Review

✓ 2

Please review your information below.

\* Email address

[Redacted Email Address]

Summary

Commencement Only for Credential Students	\$100.00
<b>Total</b>	<b>\$100.00</b>

Payment details [Change](#)

Card number	.... .. 5454	
Expiration date	01 / 27	
Zip/Postal code	91768	

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel Pay \$100



## Credential Only Students – Step 6

- The system may take a few seconds to process your payment. Once complete, a payment confirmation will display along with a receipt number.
- Click “**Sign out.**”



\$100

Thank you for your payment

The payment receipt [#2126149](#) was sent to:

@cpp.edu



# Credential Only Students – Step 7

Thank you for your payment



sacs@cpp.edu

Receipt Number: 2126148

Customer: [REDACTED]

CSU Pomona eMarket

Date: 01/05/2026

Description	Amount
Commencement Only for Credential Students	\$100.00
Select Term: Fall 2026	
Total	\$100.00

Payments Received	Amount
Stmt. will read: CASHNET SMARTPAY	\$100.00
CSUPOMONA	
MasterCard XXXXXXXXXXXX5454	
Authorization # Test21	
Total	\$100.00

Thank you for the payment.

- Payment confirmation via email.
- Posted on Student Account.

Account Details

Account Number: GRD001    Fall 2026    Business Unit: POCMP

Account Balance: 0.00

Debits	100.00	Credits	-100.00	Applied	0.00	Unapplied	-100.00
<b>Credential Commencement</b>							

Item	Term	Class	Taxes	Amount Incl Tax	Balance	Installment ID	Last Activity Date
Commencement Fee CRED	Fall 2026			100.00	-100.00	01/05/2026	<a href="#">Item Details</a>
Misc Webord	Fall 2026			-100.00	-100.00	01/05/2026	<a href="#">Item Details</a>



Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](#).

☒ Yes, I would like to participate in commencement.

☐ No, I will not be participating in commencement.

Last Update Date/  
Time    12/23/2025 12:57:51PM

Pay \$100 Commencement Fee

Amount Paid    \$100.00



# To Opt-Out

- To Opt-out, select “**Confirm – I will not participate in commencement.**”

Credential Commencement



Congratulations! The College of Education and Integrative Studies (CEIS) is extremely proud of all you have achieved on your credential journey. This path requires persistence, dedication, and a strong commitment, and we commend the hard work that brought you to this milestone.

While commencement formally recognizes this accomplishment, CEIS celebrates every success and step you have taken along the way. Whether or not you choose to participate in the ceremony, your achievements are deeply valued by our community, and your continued pursuit of excellence is truly inspiring.

Yes, I would like to participate in commencement.

No, I will not be participating in commencement.



Congratulations on achieving this significant milestone in your credential program! CEIS celebrates every triumph and step forward toward your credential. Even if you choose not to participate in commencement, please know that your accomplishments are deeply valued and recognized by our community.

A \$25 credential evaluation fee, payable directly to the Credential Office, is required to process state-level recommendations.

Confirm - I will not participate in commencement.

Reconsidered; I will participate in Commencement.



- Select **“Reconsidered – I will participate in Commencement”**
- On the next screen, select **“Click to pay the \$100 commencement fee.”**

Credential Commencement



Congratulations on achieving this significant milestone in your credential program! CEIS celebrates every triumph and step forward toward your credential. Even if you choose not to participate in commencement, please know that your accomplishments are deeply valued and recognized by our community.

A \$25 credential evaluation fee, payable directly to the Credential Office, is required to process state-level recommendations.

Confirm - I will not participate in commencement.

Reconsidered; I will participate in Commencement.



Commencement is a chance to celebrate this incredible achievement. Even as you may still be finalizing certain program requirements and planning to complete summer required courses for the credential, participating in the ceremony provides an opportunity to recognize your steadfast dedication, perseverance, passion, and commitment as a future educator.

Commencement is open to those completing their credential in fall, spring, or summer.

A \$100 commencement fee is required to cover the ceremony. In addition, a separate \$25 credential evaluation fee, payable directly to the Credential Office, is required to process state-level recommendations. Regalia must also be purchased to participate in the ceremony.

We look forward to cheering for you as your name is called and the CEIS community celebrates alongside you!

Click to pay the \$100 commencement fee.

I no longer wish to participate in commencement.



- Click “**Pay \$100 Commencement Fee**” and follow the steps above to complete the process and make payment.

**Credential Commencement**

Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](#).

☒ Yes, I would like to participate in commencement. ☐ No, I will not be participating in commencement.

**Last Update**  
**Date/Time** 12/23/2025 2:33:38PM

**Pay \$100 Commencement Fee**

**Amount Paid** \$0.00

*Need Help: email the Registrar's Office at [registrar@cpp.edu](mailto:registrar@cpp.edu)*



# What If I Changed My Mind?

- Click on the **Credential Commencement** link again.

CalPolyPomona ▶ BroncoDirect

Student Center >

My Communications >

Personal Information ∨

Classes & Registration ∨

Financial ∨

Graduation ∨

Student Center

Academics

Apply for Graduation

Class Schedule

Credential Commencement

Enrollment: Add

Enrollment: Swap

Log into BroncoDirect Student Center < click Academics < select Credential Commencement

Contact the Registrar's Office  
at [registrar@cpp.edu](mailto:registrar@cpp.edu)

Credential Commencement

Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](#).

☒ Yes, I would like to participate in commencement.

☐ No, I will not be participating in commencement.

Last Update  
Date/Time

01/20/2026 5:42:45PM



# Credential/Master's or EdD Students – Step 1

- Log into BroncoDirect **Student Center** < click **down arrow** by **Academics** < select **Credential Commencement**

The screenshot displays the BroncoDirect Student Center interface. On the left, a sidebar menu lists various options: Student Center, My Communications, Personal Information, Classes & Registration, Financial, and Graduation. The 'Student Center' option is highlighted with a red box. On the right, the main content area shows the 'Student Center' header, followed by a 'down arrow' icon and the 'Academics' tab, both highlighted with red boxes. Below the 'Academics' tab, a list of options is shown: 'Apply for Graduation', 'Class Schedule', 'Credential Commencement', 'Enrollment: Add', and 'Enrollment: Swap'. The 'Credential Commencement' option is highlighted with a red box. A red text overlay in the upper right corner of the main content area reads: 'Log into BroncoDirect Student Center < click Academics < select Credential Commencement'.



# Credential/Master's or EdD Students – Step 2

- Students must apply for Commencement through the **regular Apply for Graduation process**.
  - Click on “**graduation application**” and follow the steps to submit your application.

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains the following links: Student Center, My Communications, Personal Information, Classes & Registration, Financial, Graduation, Academics, and New Students. The main content area has a black header bar labeled 'Credential Commencement'. Below this header, there is a red rectangular box. The text below the box reads: 'Congratulations! You've reached an important milestone on your journey toward completing your Combined Master's and Credential Program. While some program steps may still be in progress, the College of Education and Integrative Studies (CEIS) commencement is a special moment to honor the hard work, passion, resilience, and commitment you have demonstrated to the field of education. We cannot wait to celebrate you as you cross the stage and mark this achievement with family, friends, and faculty. This is your time to shine!'. Below this text, it states: 'A \$25 credential evaluation fee is required for a state-level recommendation. You must also submit a **graduation application** through the BroncoDirect Student Center.' The words 'graduation application' are highlighted with a red rectangular box.



# Credential/Master's or EdD Students – Step 3

- Click on “[Apply for Graduation](#)” to complete the application process.

**Apply for Graduation : Submit an Application for Graduation**

Select the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

NOTE: You are eligible if you either have senior standing now, will have senior standing at the end of the current term, or have graduate standing.

Program: Masters

Cal Poly Pomona | Postbaccalaureate

Degree: Master of Science  
Major: Kinesiology Grad

[Apply for Graduation](#)



## Helpful Tips

- Be sure to **pay the \$100 Commencement fee** (*non-refundable*) **on time** to complete your participation request.
- The **\$25 Credential Evaluation fee** is **separate** and must be paid directly through the **Credential Office**.
- **Regalia is required** to participate in Commencement and must be purchased prior to the ceremony.





# Resources and Support



- Eligibility or Credential Commencement Questions:
- [https://cpp.az1.qualtrics.com/jfe/form/SV\\_odoedKYs5kOSWz4](https://cpp.az1.qualtrics.com/jfe/form/SV_odoedKYs5kOSWz4)
- Phone: (909) 869-2307
- Email: [ceiscomm@cpp.edu](mailto:ceiscomm@cpp.edu)



- Graduation Application process questions:
- <https://www.cpp.edu/registrar/graduation/applying-for-graduation.shtml>
- Phone: (909) 869-3000
- Email: [registrar@cpp.edu](mailto:registrar@cpp.edu)



- Payment Information:
- <https://www.cpp.edu/student-accounting/>
- Phone: (909) 869-2010
- Email: [sacs\\_support@cpp.edu](mailto:sacs_support@cpp.edu)



- Commencement Questions
- <https://www.cpp.edu/commencement/>
- Email: [commencement@cpp.edu](mailto:commencement@cpp.edu)