



# 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.



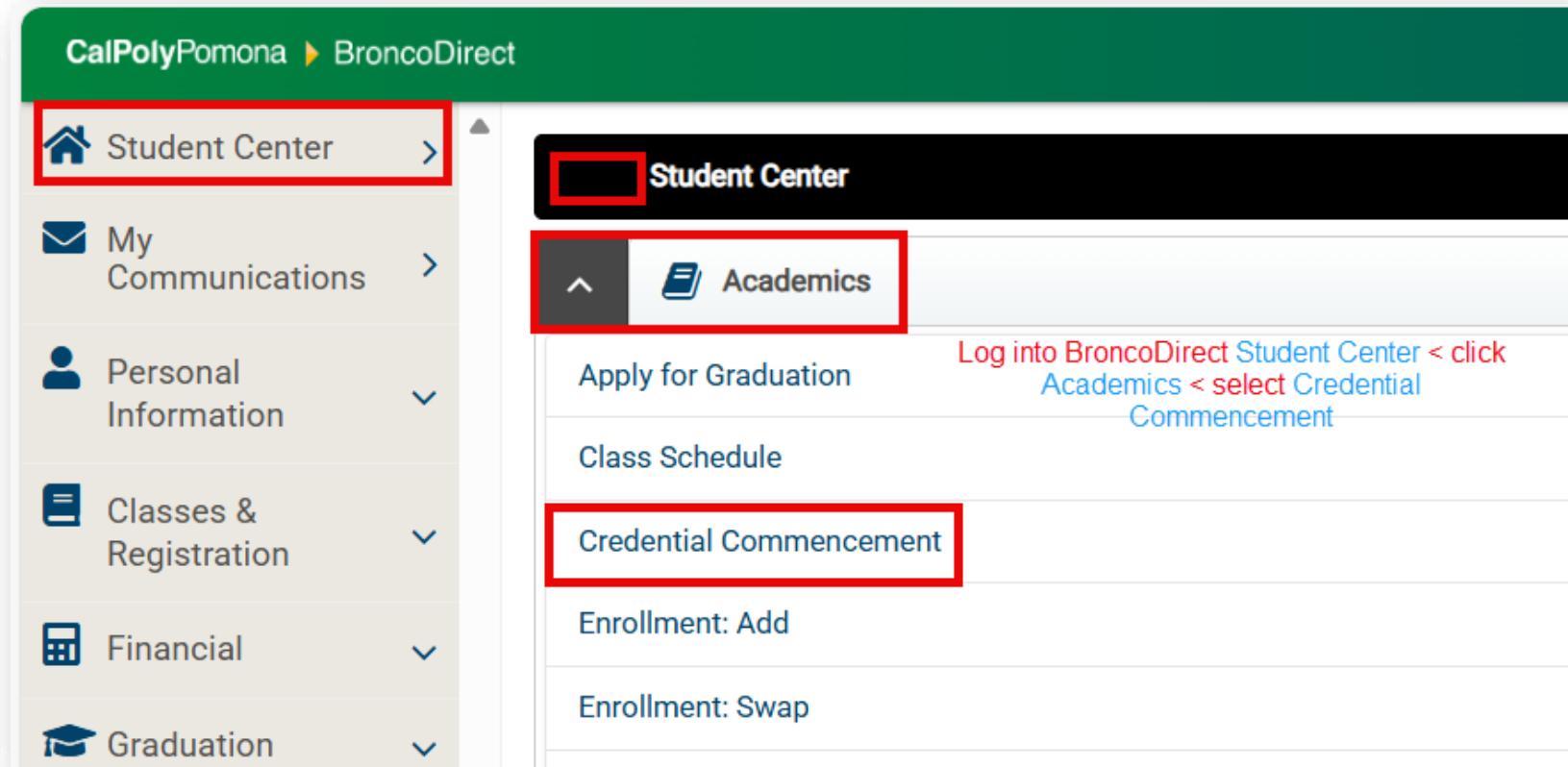
# How to Apply for Credential Commencement

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**





# 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.](#)”



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.](#)

Select here if you are no longer interested

[I no longer wish to participate in commencement.](#)



# 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 12/23/2025 1:59:15PM  
Date/Time

**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 12/23/2025 1:59:15PM  
Date/Time

**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

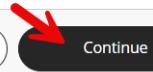
\* Zip/Postal code  
91768

International cardholders may input "N/A"

Kyle Hood

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

Cancel Continue





# Credential Only Students – Step 5b

- Enter the “[Email Address](#).”
- Click “[Pay \\$100](#).”

Step 2 of 2: Review

Please review your information below.

**Email address**

**Summary**

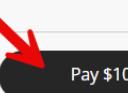
Commencement Only for Credential Students	\$100.00
<b>Total</b>	<b>\$100.00</b>

**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 #26149 was sent to:

[REDACTED]@cpp.edu



# Credential Only Students – Step 7

Thank you for your payment

SA [sacs@cpp.edu](mailto: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 CSU POMONA MasterCard XXXXXXXXXXXXXXX5454 Authorization # Test21
Total \$100.00

Thank you for the payment.

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

Account Details

Business Unit POCMP  
Account Balance 0.00

Debits	Credits	Applied	Unapplied
100.00	-100.00	0.00	-100.00

Details

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	Item Details
Misc Webcat	Fall 2026			-100.00	-100.00	01/05/2026	Item Details

**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 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.

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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**

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**

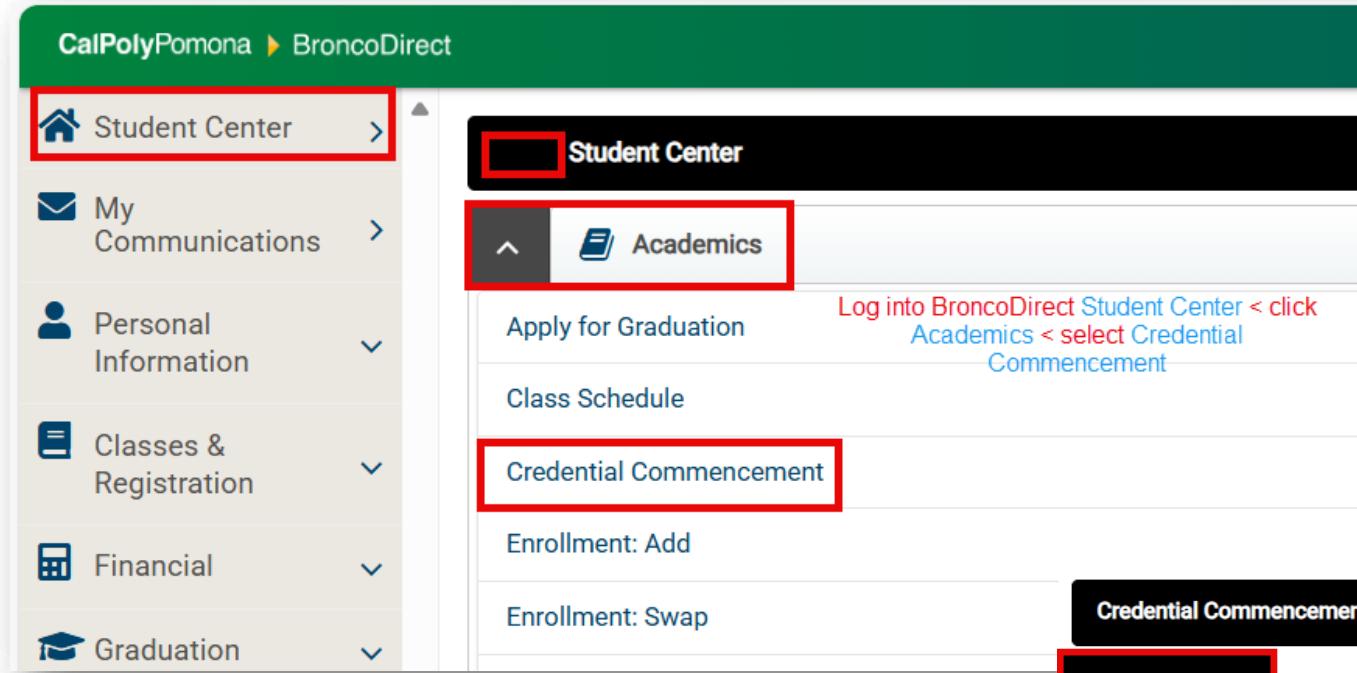
Amount Paid \$0.00

*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.



The screenshot shows the Cal Poly Pomona BroncoDirect Student Center. The left sidebar has links for Student Center, My Communications, Personal Information, Classes & Registration, Financial, and Graduation. The 'Student Center' link is highlighted with a red box. The main content area shows a 'Student Center' header, an 'Academics' section with a red box around it, and a 'Credential Commencement' link also highlighted with a red box. A red arrow points from the 'Credential Commencement' link in the sidebar to the same link in the main content area.

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

Your credential commencement participation selection has been recorded. If you wish to change your selection, please contact the [Registrar's Office](mailto:registrar@cpp.edu).

Yes, I would like to participate in commencement.

No, I will not be participating in commencement.

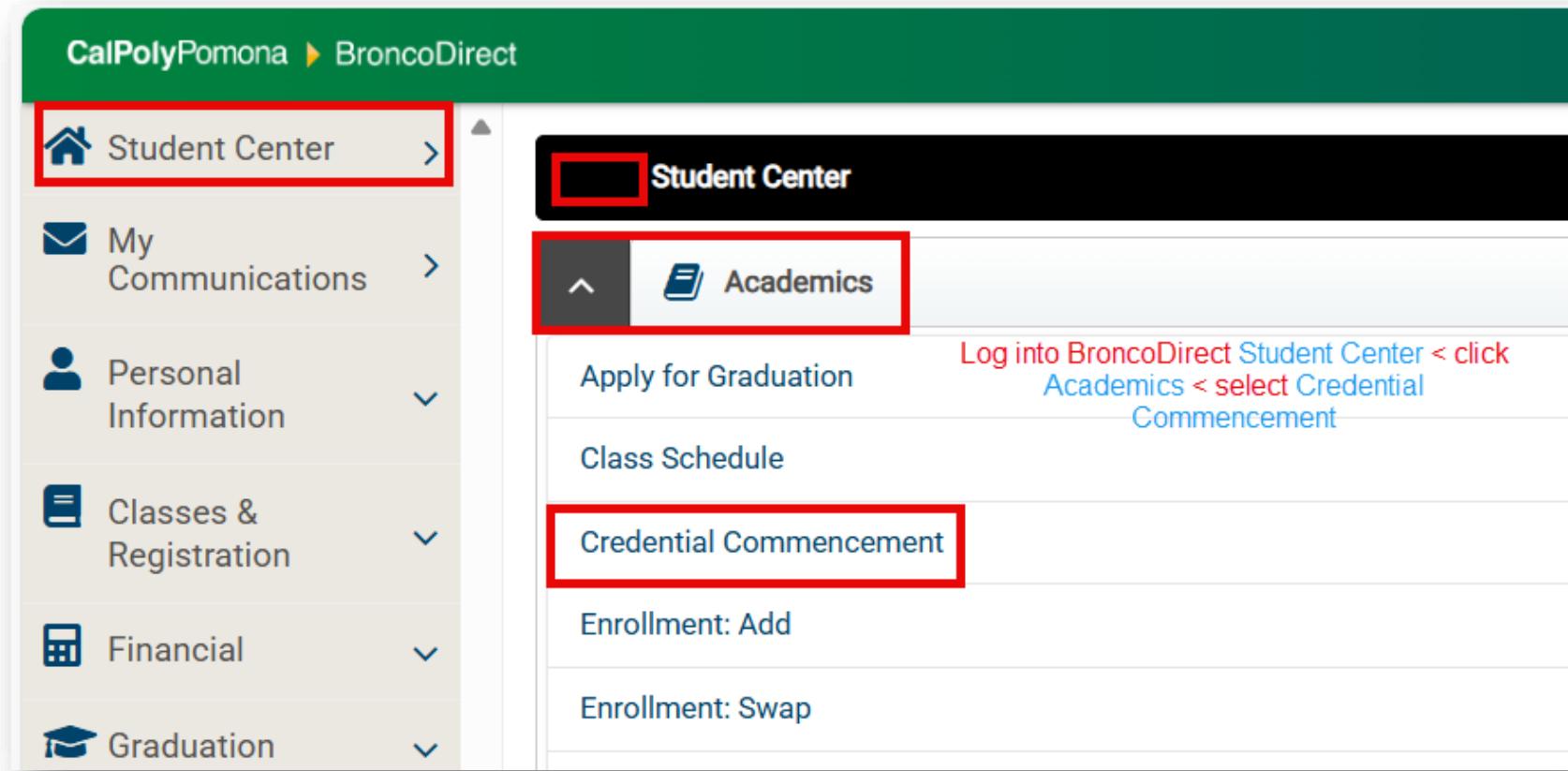
Last Update  
Date/Time

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**





# 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 the BroncoDirect Student Center interface. On the left is a vertical navigation menu with the following items:

- Student Center
- My Communications
- Personal Information
- Classes & Registration
- Financial
- Graduation
- Academics
- New Students

The main content area is titled "Credential Commencement". It contains a message box with a red border and a congratulatory message:

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 the message, another red-bordered box highlights the graduation application requirement:

A \$25 credential evaluation fee is required for a state-level recommendation. You must also submit a **graduation application** through the BroncoDirect Student Center.



# 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)