Cal Poly Pomona's

# 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 help 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 met with or 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, 2017.  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 One-Stop Services near the Registrar's Office during Spring Quarter.  Honors applies to undergraduate students 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 18 or 19, 2017 at the Bronco Bookstore to take care of all your Commencement needs.

## Step Four: Post Graduation

☐ Complete the exit survey when you receive your diploma email that comes after the degree confirmation email.  Your diploma will be processed once you have completed the exit survey.

☐ Order your official transcripts online through the National Student Clearinghouse. Same day PDFs are now available.

**2017 SRING QUARTER DEADLINES**

| Spring 2017 Online Graduation Application Period Your name will be printed in the Commencement Program if you apply by the deadline | Spring 2017 Early Commencement Participation Application Period (>8 units or less remaining after spring) Your name will be printed in the Commencement Program if you apply by the deadline and are eligible | Spring 2017 In Person Graduation Application Period You may participate in Commencement but your name will not be printed in the Commencement Program | Commencement Confirmation Spring Graduation & Early Commencement Participation Applicants will be notified on eligibility to participate in Commencement via email |
|---|---|---|---|
| January 3, 2017 – April 14, 2017 | February 1, 2017  – April 14, 2017 | April 15, 2017 – June 9, 2017 | May 2, 2017 |