

Graduation Checklist for Seniors

2017 Spring Graduation



Completing these **11 steps** prior to the end of the Fall 2016 semester will ensure you are on your way to successfully meeting all the requirements to graduate, participate in the graduation ceremony and/or being awarded your diploma.

- Step #1 - SEEK IMMEDIATE ADVISEMENT**
 - o **Meet with your academic advisor / department** to (1) **Review your updated curriculum worksheet** and (2) **complete the Anticipation for Graduation Application Form.**
 - o Your advisor can also decide if the **Permission to Participate in Graduation Form** is also needed
 - o These forms must be submitted **by your department** to the **Provost's Office** for approval.
 - o The final Spring 2017 deadline for **your department to submit forms to the Provost** is **March 31st**

- Step #2 - SIGN ONTO SELF-SERVICE, D2L & Your CHEYNEY EMAIL ACCOUNTS**
 - o Verify access to all accounts: **PowerCampus Self-Service, D2L and Wolf Email.** Regularly access your accounts for vital communication until graduation and to view your account balance, transcript and other information. Contact the **IT Helpdesk** if you have problems at ext. 2043.

- Step #3 - REGISTER FOR ANY FINAL CLASSES NEEDED (2017 Spring and/or Summer)**
 - o Register for the last classes needed and verify the correct class(es) are on your schedule. **It's your responsibility, not an advisor's or professor's, to ensure you're on the roster for classes you need.**

- Step #4 - VERIFY YOU HAVE NO OUTSTANDING BALANCE WITH THE BURSAR**
 - o Visit the bursar's office to make sure you don't have or will not have any financial obligations to the university by graduation or the Bursar's established due date.

- Step #5 - APPLY FOR THE THURGOOD MARSHALL COLLEGE FUND TO PAY BALANCE**
 - o If **your GPA is 2.5 or higher** and you owe between \$500 and \$3,100, apply! Your diploma can't be released if you have a balance. (Details to be posted.) Application deadline is **May 1, 2017.**

- Step #6 - ORDER YOUR CAP AND GOWN PACKAGE** with the bookstore

- Step #7 - VERIFY STATUS OF ANTICIPATION APPLICATION WITH THE REGISTRAR**
 - o After 2 weeks, verify your anticipation was received and you met all requirements to graduate.

- Step #8 - COMPLETE THE MANDATORY EXIT COUNSELING** at <http://www.studentloans.gov/>
 - o **Send confirmation to Financial Aid** to ensure your diploma will be released and mailed to you!
 - o (Once completed, verify there is no **EXIT COUNSELING Stop** on your account)

- Step #9 - CLEAR ALL ACCOUNT STOPS** with any offices that placed a hold on your account.

- Step #10 - UPDATE YOUR MAILING ADDRESS** with the Registrar's Office by **May 26, 2017**
 - o Your degree will be sent by certified mail to the address on file with the Registrar

- Step #11 - CLEAR SCHEDULE TO ATTEND GRADUATION BRUNCH & GRADUATION REHEARSAL ON MAY 11, 2017!**

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Offices to Contact for Assistance

Admissions Fax: 610-399-2099
admissions@cheyney.edu

Bursar's Office Fax: 610-399-2443
bursar@cheyney.edu

Financial Aid Fax: 610-399-241
financialaid@cheyney.edu

Health Center Fax: 610-399-2566

Registrar's Office Fax: 610-399-2385
registrar@cheyney.edu

Residence Life Fax: 610-399-2313
residencelife@cheyney.edu