Graduation Checklist

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1. Pre-Graduation Checklist

- **Verify Course Registration & Degree Progress**
  - **Contact Your Student Success Counselor:** Schedule a check-in with your counselor to confirm you are registered for all remaining courses required for graduation.
  - **Degree Requirements & Minimum Credits:**
    - **Bachelor's Students:** Must complete a minimum of 120 credit hours to qualify for graduation (some degree programs may require more). Grades of D or F do not meet major course requirements; courses with these grades must be retaken to satisfy a grade of C or higher.
    - **Master's Students:** Allowed a maximum of two C grades throughout their program. Students earning more than two C grades must retake course(s) to achieve a higher grade.
    - **Academic Standing:** All students must maintain good academic standing to qualify for degree completion and graduation.
  - **Degree Progress Audit:** Double-check your audit directly in your student portal.
- **Review Financial Obligations**
  - **Pay Balances:** Ensure all outstanding tuition and fee balances are paid in full prior to finishing your final classes.
  - **Financial Assistance:** If you have questions about financing, contact your Financial Counselor. You can find their email and scheduling link on the left-hand side of your student portal.
- **Submit the Diploma Application**
  - Look for the **"Apply for Diploma"** button near the top of your student portal.
  - Complete this simple form as soon as it appears to confirm the exact spelling and display of your name on your diploma.
- **Update Contact & Mailing Information**
  - Click on the **Person Account Icon** in your student portal to review your address and phone number.
  - Ensure your physical mailing address is accurate so your diploma arrives safely.
- **Back Up Personal Files & Data**
  - Download and save any personal files, coursework, projects, or documents stored in your student

Google Drive and other institutional tools before your final term ends.

- *Note:* Access to certain digital tools (like Google Drive) will end after degree conferral, though you will maintain access to your student email and portal.

2. Degree Conferral & Diploma Timeline

Understanding what happens after your final class finishes helps set realistic expectations for receiving your degree and diploma:

Milestone	Expected Timeline	Details & Next Steps
Final Grades Posted	~8 Days after final course ends	Official course grades are finalized and posted to your record.
Degree Conferral	~30 Days after grades post	Your degree is officially conferred by the Registrar once all academic requirements are verified.
Diploma Processing & Shipping	8–10 Weeks from conferral date	You will receive email updates from the Registrar when your diploma is ordered and when it officially ships.
Official Documents / Transcripts	Available anytime	While waiting for your physical diploma, you can request official transcripts directly through the student portal.

3. Commencement Ceremony

- **When:** Held annually every May or June *(dates are subject to change based on yearly availability).*
- **Formats:** Both in-person and virtual options are available so you can celebrate in the way that best fits your preferences.
- **More Information:** Access full details, schedules, and registration under the **"Community and Student Life"** tab in your student portal by clicking **"Commencement"**.

4. Life After Graduation & Career Resources

Continuous Access

Once your degree is conferred, you will retain access to:

- Student Email Account
- Student Portal
- Career Center Resources

(Remember to back up your Google Drive and other personal student storage prior to your final term ending.)

Career Center Support

Take advantage of lifetime career support as you step into your next professional chapter:

- Resume polishing and cover letter assistance.
- 1-on-1 career coaching for long-term goal setting and job strategy.
- **Access:** Click **"Career Center"** in the left-hand menu of your student portal.

Thinking About a Master's Degree?

If you choose to continue your education at CSU Global:

- **Alumni Tuition Discount:** All CSU Global undergraduate alumni receive a **10% discount** on graduate tuition.
- **Explore Programs:** You can review graduate program offerings here and learn about degree pathways and admissions requirements.
