



## **Official Information from the Registrar's Office**

**Email is the official mode of communication at Cal Poly Pomona. Check your CPP e-mail account regularly.**

### **Graduation Checks**

- **Submit all required documentation with your graduation check request, such as Advisor approved Career Track, Directed Electives, and Curriculum Year Change requests.**
- **Only one graduation check will be issued while enrolled at Cal Poly Pomona unless you change your major or the evaluator determined that there is missing or incorrect information in the original Graduation Check.**
- **Questions about your graduation check should be directed to your advisor in your major department.**

### **Applying/Clearing for Graduation**

- **A new or updated graduation check will not be issued when you apply for graduation.**
- **After grades are posted, your evaluator will perform a final graduation evaluation of your records to verify that you have completed all degree requirements.**
- **Allow five weeks after your final grades have been posted to be cleared for graduation.**

- Upon verification that all degree requirements have been met, your degree will be awarded and your unofficial transcript will show your degree.
- Order an official transcript from the Registrar's Office if you need to provide degree verification to an employer or another institution.

### *Notification of Graduation Deficiencies*

- Be aware of the deadline for students to submit all paperwork necessary for your graduation (ex., petitions or official transcripts from other institutions).
- This deadline is printed on the quarterly class schedule as "Last Day to resolve deficiencies for graduation".
- Lack of approved documents is considered as a graduation deficiency.
- Notification regarding your graduation deficiencies will be sent to your Cal Poly Pomona email account. This notification may be sent at any point during your quarter of graduation through the last day to resolve deficiencies for that quarter.

### *Graduation Deferral Notification*

- Notification about your unsatisfied graduation requirements, which includes failure to submit all necessary documentation by the appropriate deadline, will be e-mailed to you.
- Your evaluator will indicate on this email that your graduation has been deferred.
- Deferred candidates must reapply for graduation to be considered for graduation again. Submit a new Graduation Application form at the beginning of the quarter that you anticipate completing all graduation requirements. Visit the Registrar's Office website at [www.dsa.csupomona.edu/registrar](http://www.dsa.csupomona.edu/registrar) for submission deadlines for graduation applications for upcoming quarters.

### *Diplomas*

- Diplomas are available 8-10 weeks after the last day of the quarter in which you graduated.
- Your diploma will be mailed directly to the mailing address in your file unless other arrangements are made in advance. *Log in to BroncoDirect and make sure that your mailing address is correct and up to date.*
- Verify your name through the *BroncoDirect* link *View My Names*. The name as it appears on your official file will be the name printed on your diploma. If you have changed your name or would prefer only a middle initial, etc., please come to the Registrar's Office to make these changes in person.

## **INFORMATION ABOUT THE UNDERGRAD GRADUATION PROCESS**

- **If you are not currently enrolled and do not have access to BroncoDirect, notify the Registrar's Office in writing about your new address.**
- **Diplomas are not considered by most employers or other educational institution as proof of graduation. An official transcript, one that is delivered in a sealed envelope, is proper proof that you have earned a degree.**

### **Commencement Ceremonies**

- **Any student who receives a Cal Poly Pomona degree during the academic year (fall, winter, spring and the preceding summer quarter) is automatically eligible to participate in that year's Commencement Ceremony held in June.**
- **Information regarding the June Commencement Ceremony may be obtained:**
  - **At our website [www.csupomona.edu](http://www.csupomona.edu);**
  - **The Commencement Hotline at 909.869.5369;**
  - **From your major department.**

### **Summer Graduates**

**If you are completing all graduation requirements in the summer quarter** following the June Commencement Ceremonies and wish to participate in the Commencement Ceremony, you must submit a Graduation Application in the spring quarter. The Spring Graduation Application form has a section that you may check off to indicate that you will not be completing all requirements at the end of the spring quarter.

**Please note that to be cleared for graduation at the end of the summer quarter you must submit another Graduation Application by the deadline posted for summer graduation.**

Failure to do so will mean that your record will not be reviewed to determine that you have met your requirements for a summer (or any other quarter) degree.

**We congratulate you in advance on your upcoming graduation!**