

Please complete each of the following steps to ensure a successful graduation.

- 2 semesters before you graduate:**
 - [Apply for graduation](#) by the deadline:
 - Fall – June 1 Spring – September 15 Summer – January 30
 - Confirm your mailing address and name via the [DUCK](#). Update your address or [request a name change](#) if needed.

- 2 – 3 weeks after submitting your graduation application:**
 - [DegreeWorks](#) academic evaluation will be sent by a graduation evaluator via CSU email.
 - Review the evaluation with your [academic advisor](#) as needed.

- In the semesters following your application submission:**
 - Continue to work with your academic advisor and review [DegreeWorks](#) to ensure you meet the [undergraduate](#) or [graduate](#) graduation requirements.

- February (spring graduates) or August (summer/fall graduates):**
 - Monitor your CSU email for event details regarding the Grad Fair hosted by the [Loch Shop](#) or visit their website for information regarding regalia.

- March (spring graduates) or October (summer/fall graduates):**
 - Monitor your CSU email for information regarding commencement registration.
 - A registration link will be sent when the system opens.
 - For information about commencement and registration, review the [Graduation Ceremony FAQs](#).

- 2 weeks prior to commencement:**
 - Monitor your CSU email for information regarding tickets. The number of tickets will not be decided until after registration closes.
 - After you are notified that they are available, be sure to claim your tickets and review all instructions that are provided for the commencement ceremony.

- May (spring graduates) or December (summer/fall graduates).**
 - If you registered, attend [commencement](#). Refer to the commencement instructions for detailed information.

- After the semester ends:**
 - A final audit is conducted following the semester's grade submission deadline.
 - [Degrees](#) typically are posted to your academic transcript within 3 weeks.
 - Diplomas are issued by Parchment, the University's authorized vendor, and will be mailed 6-8 weeks after the end of the semester. Ensure that your mailing address in the DUCK is accurate and remove or deactivate any address that is incorrect or not current.
 - Monitor your CSU email for notification that your diploma is ready to be mailed.