STEP-BY-STEP GRADUATION APPLICATION INSTRUCTIONS

STEP 1: RUN DEGREE AUDIT
Run your current Degree Audit Report. Degree audit instructions can be found here: https://www.cscc.edu/services/degree-audit.shtml

STEP 2: CONFIRM CURRENT MAJOR
Confirm that your Degree Audit Report shows that your declared major is accurate (e.g., Associate of Arts, Associate of Science, Associate of Applied Science in Nursing, Associate of Applied Science in Computer Science, etc.) If it is not accurate, please call 614-287-5353 to update your major before completing your Graduation Application.

STEP 3: CONFIRM REQUIREMENTS
If your Degree Audit Report indicates either of the following, you are able to submit your Graduation Application:

- >>>> ALL REQUIREMENTS COMPLETED - IN-PROGRESS COURSES USED <<<<
- OR
- >>>> ALL REQUIREMENTS COMPLETED <<<<

If your Degree Audit Report indicates the following, then you are NOT ready to submit your Graduation Application:

- ---- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ----

If your Degree Audit Report indicates that you have degree requirements that are not met or you have questions about your degree requirements, contact your Academic or Faculty Advisor BEFORE completing your Graduation Application: http://www.cscc.edu/services/advising/directory.shtml
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**STEP 4: COMPLETE THE ONLINE APPLICATION**
Click [here](#) to complete your Graduation Application.

**IMPORTANT NOTES**
- **Your diploma will be mailed** to the address listed on your Graduation Application approximately **six weeks after** the graduation ceremony. Please be mindful of this when selecting the address to which you have the diploma sent.
- **Participation in the graduation ceremony is optional.** Only those students who indicate that they will be participating in the ceremony will receive future mailings/information about the ceremony. **The names of students who submit graduation applications after the final deadline of the semester will not appear in the ceremony program.**
- **There is not a graduation ceremony in the Summer Semester.** If you graduate in Summer Semester and indicate that you would like to participate in the graduation ceremony, you are indicating you’d like to participate in the Autumn Semester graduation ceremony.

**STEP 5: CHECK YOUR EMAIL**
Continue to check your CSCC student email account. We will contact you only through your CSCC student email to confirm your graduation application has been received or to alert you if there is a problem with your graduation application.

**Certificates**
If you are completing certificate(s), **Do not** submit the Graduation Application. Your certificate is processed by the academic department.

Questions? Contact your Academic Advisor or Faculty Advisor: [http://www.cscc.edu/services/advising/directory.shtml](http://www.cscc.edu/services/advising/directory.shtml)