



Graduation Checklist

Here are some helpful tips to remember when applying and preparing for Graduation.

_____ Complete Steps for a Successful Graduation and apply for graduation online in My MC.

_____ After applying for graduation, you will receive results in the mail regarding your graduation status. Results will tell you if you have fulfilled all degree requirements OR if additional requirements are needed. Meet with your [counselor, advisor or health science coordinator](#) to review outstanding requirements and [register](#) for any remaining requirements. This is also a good time to discuss career and transfer options.

_____ If additional requirements are needed, adjust your schedule by [registering](#) for those required classes.

FOR SUMMER AND FALL POTENTIAL GRADUATES:

_____ After final grades are posted, the Office of Admissions and Records will perform a final review of your student record to ensure that you have fulfilled all degree requirements.

_____ For those students who have completed all requirements, you will receive an e-mail to your MC e-mail address notifying you when your diploma will be ready for pick-up at the Office of Admissions and Records. Your diploma will be available on the [campus](#) where you applied for graduation. **Be sure to bring a photo ID to receive your diploma.**

_____ If you have not completed all requirements, meet with your [counselor, advisor or health science coordinator](#) to review outstanding requirements and register for those required classes. This is also a good time to discuss career and transfer options.

FOR SPRING POTENTIAL GRADUATES:

_____ The Office of Admissions and Records will perform a final review of your student record to ensure that you have fulfilled all degree requirements. You will receive notification of this review and information on the Commencement ceremony.

_____ If you choose to participate:

_____ Submit the Commencement Participation form that was mailed to you.

_____ Attend a Grad Finale at your campus to pick up your tickets and purchase a cap and gown.

_____ Attend Rehearsal.

_____ Participate in [Commencement](#).

_____ When you receive an e-mail that your diploma is ready for pick up, stop by the [Office of Admissions and Records](#) on the campus where you applied for graduation. **Be sure to bring a photo ID to receive your diploma.**

*** PLEASE NOTE: Diplomas are no longer available immediately after the Commencement ceremony. ***