



ARE YOU READY TO GRADUATE?

Things you need to know!

TAKE CHARGE OF YOUR ACADEMIC RECORD!

- ◉ Use your Degree Progress Report to keep on track.
- ◉ Ask your advisor to assist you. Ask your Chairperson if your advisor is not available.
- ◉ You are ultimately responsible for your academic record!
- ◉ Educate yourself. Empower yourself.

WHEN SHOULD YOU APPLY FOR GRADUATION?

- ◉ Apply online for graduation once you have 90 graded credits.
- ◉ Be sure to confirm your anticipated graduation date with your Advisor.
- ◉ Check www.wcupa.edu/registrar for the Graduation Application Timeline.

HOW DO YOU APPLY FOR GRADUATION?

- ◉ Apply online through your myWCU account.
- ◉ Click on “Apply for Graduation” and follow the prompts.
- ◉ Dual majors must apply under each major.
- ◉ If your term is not on the timeline then go to the Registrar’s Office and use the Late Graduation Application form.
- ◉ Your name may not appear in the Commencement Booklet if you apply late.

WHAT IS THE GRADUATION PROCESS AFTER I APPLY?

- ◉ A Graduation Fee of \$82 is charged to your account. Fee covers the cap, gown, hood, tassel, charm, diploma and cover, and 10 announcements.
- ◉ Your General Education Requirements will be reviewed by your graduation analyst.
- ◉ Notations will be made on your Degree Progress Report and you will receive an email.
- ◉ Check with your Advisor(s) regarding your major/minor requirements.
- ◉ After grades are posted at the end of the term, your academic department sends your graduation clearance to the Registrar's office.

GRADUATION CHECK LIST

- Make sure you have 120 total adjusted credits.

Credit Summary								
	Admitted	Holds	CumGPA	TranCr	CumCr + UngCr - (Remed + DupCr) = AdjCr			
UGRD	2065	NEN	2.470	46.00	103.00	18.00	0.00	0.00 121.000

- Some majors require more than 120- check the catalog for the major credit requirements.
- Be aware of any minimum GPA necessary for your major.
- Make sure you have at lease one 300/400 level writing emphasis course.
- Be sure your permanent home address is updated- this is where your diploma will be sent.

TRANSFER STUDENTS

- ◉ Make sure all transfer credits are posted and mapping correctly into your Degree Progress Report.
- ◉ In order to achieve Latin Honors you must have 60 WCU credits.

HOLDS

- ◉ Holds prevent the printing of the diploma so clear all holds.
 - For Financial Aid regarding your Direct Loan online exit interview (610-436-2627)
 - Perkins Loan Office 610-436-2554
 - Bursar 610-436-2552
 - Library 610-436-2946
 - Public Safety 610-436-3345
 - Health Center 610-436-2509
 - Judicial 610-436-3511

PICTURES

- ◉ Senior Portraits are taken by Herff Jones at Sykes Student Union. Call 1-800-687-9327 for an appointment.
- ◉ Legacy Photographers are at the ceremony 1-800-447-2550.
- ◉ For Serpentine yearbook information go to www.ouryear.com (school code 87112) or call 610-436-2241.

HONORS

- ◉ A cumulative 3.25 GPA earned the semester prior to Graduation designates honors.
 - 3.250-3.499 Cum Laude *
 - 3.500-3.749 Magna Cum Laude**
 - 3.750-4.000 Summa Cum Laude***
- ◉ Transfer students must complete 60 WCU credits.
- ◉ Honors cords are purchased at the bookstore for \$6.00 at their cash register. Please bring ID.

COMMENCEMENT CEREMONY

- ◉ There are two commencement ceremonies each year: December and May.
- ◉ All August graduates walk in the May commencement because there is NO August ceremony.
- ◉ All commencement information and the list of graduates are posted on the Registrar's webpage. www.wcupa.edu/registrar

BOOKSTORE

- ◉ Please bring identification to pick up your cap, gown, hood, tassel, charm and 10 free announcements. These are included in your graduation fee.
- ◉ Purchase your Honors cord.
- ◉ Hours are posted on the Graduation website.

DIPLOMAS

- ◉ At the ceremony you will receive only your diploma cover.
- ◉ Your diploma states only your degree: Bachelors of Arts or Bachelors of Science.
- ◉ The name on your diploma will be your preferred name unless otherwise indicated.
- ◉ You must clear all holds in order to receive your diploma.
- ◉ December Diplomas are mailed late February
- ◉ May Diplomas are mailed late July.
- ◉ August Diplomas are mailed late October.

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QUESTIONS?

- ◉ Ms. Lillian Kluka, Graduation Analyst, reviews:
 - College of Business and Public Affairs
 - College of Visual and Performing Arts
 - College of Health Sciences

- ◉ Ms. Dorothy Cureton, Graduation Analyst, reviews:
 - College of Arts & Sciences
 - College of Education

Analysts see students on Tuesdays &
Wednesdays



All students
are welcome
to attend!



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*Presented by
The Registrar's Office*