TAKE CHARGE OF YOUR ACADEMIC RECORD!

- Use your Degree Progress Report (DPR) 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 the Graduation and Commencement section of the registrar website for the Graduation Application Timeline: **www.wcupa.edu/registrar**

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.

- A graduation note 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.

RESIDENT CREDIT

- At least 30 of the last 45 credits must be taken at WCU.

- At least 50% of the major and 50% of the minor, excluding cognates, must be taken at WCU.

- The Degree Progress Report (DPR) does NOT calculate this requirement, so it must be checked manually.

TRANSFER STUDENTS

- Make sure all transfer credits are posted and mapping correctly into your Degree Progress Report (DPR).

- In order to achieve Latin Honors you must have 60 graded 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, go to https://www.facebook.com/WCUSerpentine or https://orgsync.com/32471/chapter. The Faculty Advisor for this is Professor Ashley Patriarca.

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 graded WCU credits.

- Honors cords are purchased at the bookstore for $6.00 at their cash register. Please bring ID.

COMMENCEMENT CEREMONY

- There are two commencements each year: May and December.

- All August graduates walk in the May commencement because there is NO August ceremony.

- All commencement ceremony information is posted on the commencement website: **www.wcupa.edu/commencement**

- The list of graduates is posted on the registrar website: **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 Commencement website: **www.wcupa.edu/commencement**

DIPLOMAS

- At the ceremony you will only receive your diploma cover.

- You diploma only states your degree. Example: Bachelor of Arts or Bachelor 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 who have applied for graduation on Tuesdays & Wednesdays