

# GRADUATION CHECKLIST

## STEP 1 APPLY FOR DEGREE CONFERRAL

Applying for degree conferral notifies the University Registrar that you may be nearing degree completion. Graduates must submit an application by the below degree conferral deadline in order to register to participate in the SPS Graduation ceremony and to receive a diploma:

- October Graduates: Apply by September 1
- February Graduates: Apply by November 1
- May Graduates: Apply by December 1

Students may visit [registrar.columbia.edu](http://registrar.columbia.edu) for instructions on how to apply for degree conferral.

## STEP 2 UPDATE YOUR ADDRESS

Once degree conferral is confirmed, diplomas will be sent directly to the diploma mailing address on file. Please ensure that the diploma address listed through Student Services Online (SSOL) will be valid for 2-3 months after graduation. If you need to update your address, you may do so through Student Services Online (SSOL).

If you do not plan to continue checking your Columbia University email account, we also recommend forwarding your email to your personal email account.

## STEP 3 GRADUATE EXIT SURVEY

Hearing about your experiences at Columbia University is critical to the ongoing success of our programs and we value your feedback! After applying for degree conferral, you will be asked to submit the SPS Graduate Exit Survey. Submission of this survey is required and must be completed for you to participate in SPS Graduation Ceremony.

Students who have applied for conferral will receive an email from the Division of Student Affairs beginning in January with a link to the survey.

## STEP 4 REGISTER FOR SPS GRADUATION

SPS Graduation celebrates the accomplishments of graduating students from the School of Professional Studies. During the Naming of the Candidates, students' names are read as they process across the stage.

Degree candidates must register in order to participate in SPS Graduation, and this is done by completing the Graduate Exit Survey.

## STEP 5 REGISTER FOR CU COMMENCEMENT

Columbia University (CU) Commencement is a centuries-old tradition

in which the President of the University grants degrees en masse to graduating students from 18 schools, colleges, and affiliated institutions. Graduates are asked to stand in place when their school is called to have their degrees conferred.

Registration for University Commencement is a separate process from SPS Graduation and guest ticket requests will open after spring break. Information regarding University Commencement will be sent via email to eligible degree candidates.

## STEP 6 ORDER YOUR CAP & GOWN

Regalia is required to participate in SPS Graduation and/or Columbia University Commencement.

Regalia may be ordered at the Columbia University Morningside Campus Bookstore. The bookstore is located in Lerner Hall, 2922 Broadway, New York, NY 10027, t: (212) 854-4131, f: (212) 854-8713, [bksolumbia@bncollege.com](mailto:bksolumbia@bncollege.com).

## STEP 7 ACCESSIBILITY

The Office of Disability Services coordinates accessibility efforts at SPS Graduation & University Commencement. Guests do not need to alert the University in advance to reserve seating or make other arrangements, and no special tickets are required to enter designated seating areas.

For more information about accessibility, please contact the Office of Disability Services by email at [access@columbia.edu](mailto:access@columbia.edu).

## STEP 8 CHECK YOUR CU EMAIL

All information regarding SPS Graduation and University Commencement will be sent directly to your Columbia University email account. We encourage you to either forward your email or check this account at least once a week.

## STEP 9 JOIN THE ALUMNI ASSOCIATION

Update your information in the Alumni Directory for exclusive invitations, alumni benefits, and opportunities that you are now eligible for as a member of the Columbia Alumni Association.

## CONTACT

Visit us in Lewisohn Hall, Room 203 or email us:

SPS Graduation: [sps-studentlife@columbia.edu](mailto:sps-studentlife@columbia.edu)

CU Commencement: [commencement@columbia.edu](mailto:commencement@columbia.edu)