Graduation and Commencement Workshop

56th Annual
California State University, East Bay

Commencement
Class of 2016
Graduation
vs.
Commencement?
When should I file for Graduation?

- File for graduation the term prior to your intended term of graduation

- Currently accepting applications for Summer 2016 until April 12, 2016.
After you file for graduation

- Obtain a graduation check from your major and minor departments, due by the fifth week of the term prior to graduation.

- Undergraduate Students: Review your General Education requirements with an academic advisor. (AACE, EOP, EXCEL, etc.)

- Make sure all majors/minors/options are recorded on your official record.
Graduation Status

- “View My Graduation Status” link in MyCSUEB to view information such as your graduation status, your name as it will appear in the Commencement program and on your diploma, major, etc.

Pioneer Pete

Commencement

To view your Graduation Status, you must have filed for graduation. If you have done so, please proceed by clicking on the Commencement button below. If you have not yet filed, please return to the MyCSUEB main menu and select Apply for Graduation. Once you file for graduation, a filing fee will be assessed on your account at a future date, but payment will not affect your filing status or ability to graduate and take part in the commencement ceremonies. If you have questions about your graduation status, please contact the Records office at reg@csueastbay.edu.
Please review your information below and take the necessary steps to make corrections prior to your last term at CSUEB to avoid any delays in processing your graduation.

<table>
<thead>
<tr>
<th>Name as it will appear in the Commencement program and on your diploma</th>
<th>Pioneer Pete</th>
<th>Students who legally changed their name should download and submit a <a href="#">Personal Data Change form form</a> with the appropriate documentation prior to the end of their final term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Term</td>
<td>Summer Quarter 2012</td>
<td>Your graduation application is received. Your major/minor department must complete a Major/Minor Degree Check and send to Planning and Enrollment Management</td>
</tr>
<tr>
<td>Status of Graduation Application</td>
<td>Applied</td>
<td>If the status of your graduation application is Applied or Pending or In Review and your degree has not been posted to your record, you may update your graduation term (4 updates allowed including the term in which you filed), send an email from your Horizon account to <a href="mailto:req@csueastbay.edu">req@csueastbay.edu</a></td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Science</td>
<td></td>
</tr>
<tr>
<td>Major 1</td>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>Options for Major 1</td>
<td>No Concentration or Option</td>
<td></td>
</tr>
<tr>
<td>Minor(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma Mailing Address</td>
<td>25800 Carlos Bee Blvd Hayward, CA, 94542 USA</td>
<td>If this address is not current, update your permanent address in MyCSUEB – <a href="https://my.csueastbay.edu">https://my.csueastbay.edu</a>. If you have graduated and the permanent address on file is invalid, send an email to <a href="mailto:diploma@csueastbay.edu">diploma@csueastbay.edu</a> to request a status report on your diploma.</td>
</tr>
<tr>
<td>Honors</td>
<td></td>
<td>Honors notations are estimated unless your degree has been Awarded.</td>
</tr>
<tr>
<td>Name to be suppressed in the Commencement Program</td>
<td>N</td>
<td>YES: Student filed a FERPA BLOCK with Enrollment Services; NO: No FERPA block on file; name will be printed in the Commencement Program.</td>
</tr>
</tbody>
</table>
Graduation Status

1. **Applied** – indicates your graduation application has been received.

2. **Pending** - major check has been received by graduation evaluations. This is an acknowledgement that your evaluator has received your major check and will begin the review of your file in the order received.
Graduation Status

3. **In Review** – verification of degree requirements in progress. Your graduation evaluator is reviewing your file and will e-mail a review to your Horizon e-mail account. The evaluator will then review your file again at the end of your graduating term to verify all requirements are met and then post your degree.

4. **Awarded** – your degree has been posted and your diploma ordered. You can view your degree posting on your transcript immediately.
Transcripts and Grade Changes

- Make sure you have submitted all official transcripts from other institutions you have attended. They should be received by the end of your final term.

- If you complete any work, tests, or assignments after the end of the term you will NOT be eligible to graduate in that term.

- Grade changes are also NOT permitted after your degree is posted. Contact your graduation evaluator if you have a grade change pending.
How do I verify my degree?

- You can print an unofficial transcript or order an official transcript which shows your degree posting as soon as your degree is awarded by your graduation evaluator.

- Your diploma will be mailed to your permanent address on record 6-8 weeks after your degree is posted.
I filed for graduation but I am not done with all my requirements.

- You will **not** receive an enrollment appointment for the next term until you update your graduation term.

- You may request an update of your graduation term to a future term, for a maximum 3 consecutive terms. Send an e-mail to the Records Office at reg@csueastbay.edu from your Horizon account to request the update.

- Your graduation evaluator may automatically update your graduation term if you have not completed all requirements.
The Commencement Program

- The Commencement program will include the names of all graduation candidates from Fall 2015 through Summer 2016.

- Students with a FERPA privacy block on their record will not have their name printed in the program.
The Commencement Program and Updating Graduation

- If you update your term of graduation to Fall 2016 prior to **May 11**, your name will not appear in the program (Fall 2016 is part of next year’s commencement program)

- If you need to take classes in Fall 2016 AND want your name in the Commencement program you must wait until **May 11** to update your term of graduation.
Priority Registration

- If you update your term of graduation to Fall 2016 after **May 11**, you will not be eligible for priority registration even if you meet the requirements:
  - Seniors – filed for graduation AND have 150 units earned.
  - Masters – filed for graduation or advanced to candidacy.

- You must choose between receiving priority registration and having your name in the printed Commencement program.

- You must update your term of graduation no later than May 4th in order to qualify for priority registration.
Writing skills requirement (UWSR)

- The CSU requires all students to demonstrate writing competency at the University level.

- This is a graduation requirement.

- Undergraduate students must begin to satisfy the requirement when they reach 90 units (Junior), but not before.

- Detailed information is on the Testing Office website.
SCAA Academic Skills Workshops

- Taking the WST workshop offered by SCAA (Student Center for Academic Achievement) can increase your chance of passing the WST on the first attempt.

- Check the SCAA website for details and dates.
Bookstore - Commencement

- Caps and Gowns –
  - Purchase at Grad Fest – 4/26/16 & 4/27/16 10:30am – 6:30pm
    - New UU MPR
  - Concord Campus Grad Fest – 4/21/16 2:00 – 6:00 pm
  - Purchase at the bookstore beginning 5/3/16 until Commencement
  - Order Online – 5/2/16 – 5/29/16 for home ship
    [www.csuebshop.com](http://www.csuebshop.com)

- Announcements
  - Custom announcements – order online now
    [www.csuebshop.com](http://www.csuebshop.com)
GradFest

- When: **Tues, April 26 & Wed April 27, 2016 at Hayward**
- **Thurs, April 21, 2016 2:00 – 6:00pm – Redwood Rm Concord**
- Where: New University Union Multipurpose Room
- Time: 10:30 am – 6:30 pm
- Pick up pre ordered caps and gowns or purchase caps and gowns (special discounted packages)
- Diploma frames, class rings, portraits (no sitting fee), order custom announcements, alumni membership
- If you cannot attend, caps and gowns and regular announcements will be available in the bookstore from May 3 until Commencement day while supplies last!
Commencement Dates

- **College of Letters, Arts and Social Science & College of Education and Allied Studies ceremony**
  - **Saturday, June 11 9:00 am** - Pioneer Stadium
  - Arrival Time: 8:00 am, Practice Soccer Field (Lot N)
  - Processional line-up: Approximately 8:30 am

- **College of Business and Economics & College of Science**
  - **Sunday, June 12, 9:00 am** - Pioneer Stadium
  - Arrival Time: 8:00 am, Practice Soccer Field (Lot N)
  - Processional line-up: Approximately 8:30 am

- **Concord ceremony**
  - **Saturday, June 11 6:00 pm** Concord Campus
Concord Commencement

- Students who have taken any units in Concord will be invited to their commencement ceremony and will require an RSVP at [http://goo.gl/forms/48Kbk5ebdQ](http://goo.gl/forms/48Kbk5ebdQ)
- No tickets or parking permits are required.
- You do not have to attend at Concord if you are invited, you may still choose to participate in the Hayward ceremony.
- There is no RSVP required to attend the Hayward ceremonies.
Commencement Day Information

- Hayward Ceremonies: Admission tickets for your guests
- Parking and alternative transportation
- Attire: Ed.D, Master’s, Credential, Bachelor’s candidates
- Length of ceremony
- Food and Drink
- Accessibility – Students and Guests
- Website
- Weather
Congratulations!