

- INFORMATION FOR PROSPECTIVE COLLEGE GRADUATES -

All students must complete an application to be considered for graduation, even if students do not plan to attend the annual spring commencement ceremony. Please note the specific semester deadline for graduation applications in the College's Academic Calendar (or in Step 4 below). Once your application is received, you will receive written notification.

Please follow the steps below to ensure your graduation plans:

1. MEET WITH AN ACADEMIC ADVISOR

All students are required to meet with an advisor, after completing 45 credits, for a Program Progress Review. If you have not done so, call 410-822-5400 for Wye Mills and 410-228-5754 for the Cambridge center and ask to speak to an academic advisor. All students with a cumulative GPA below a 2.0 must meet with the Registrar personally.

Prior to meeting with an academic advisor, review your AER to ensure that you have satisfactorily completed or are enrolled in all courses in your program. If there are courses you need to transfer from another institution, now is the time to have an official college transcripts sent to Chesapeake College's Registration office.

2. COMPLETE A GRADUATION APPLICATION

If you and your advisor have determined that you have fulfilled or will fulfill all graduation requirements by the last day of finals for the requested term, complete the graduation application.

3. SUBMIT THE GRADUATION APPLICATION TO THE REGISTRATION OFFICE

All applications must be submitted to the Registration Office according to the schedule below:

◆ **SPRING Graduation:** Submit application between December 1 and March 1
Submission Deadline: March 1

◆ **SUMMER Graduation:** Submit application between May 30 and July 1
Submission Deadline: July 1

◆ **FALL Graduation:** Submit application between July 1 and November 1
Submission deadline: November 1

Please mail your completed application to: Chesapeake College, Office of Registration, P.O. Box 8, Wye Mills, MD 21679. If you prefer, you may drop off your application in-person at the Wye Mills campus (Registration office), or the Cambridge Center. You may also fax the application to the Registration Office at 410-827-5852.

4. COMPLETE THE GRADUATING STUDENT SURVEY

Chesapeake College values your feedback as a graduating student. Please follow this link to complete the survey and tell us about your experience <https://www.surveymonkey.com/r/ChesapeakeGraduateSurvey>

5. CHECK YOUR FINANCIAL STANDING

You must be in good financial standing with Chesapeake College in order to graduate. All accounts must be paid in full and there cannot be any library obligations.

6. AWAIT CONFIRMATION FROM THE REGISTRATION OFFICE OF YOUR APPLICATION STATUS AND GRADUATION STATUS*. *This confirmation will be sent to your **Skipjack email** account.*

7. PURCHASE YOUR CAP, GOWN & TASSEL FROM THE CHESAPEAKE COLLEGE BOOKSTORE

Cap and Gown sales will start at the Grad Fair on Tuesday, April 2, 2019 from 10 am-2pm in the Lower Level of the Caroline Center, Wye Mills campus.

After 4/2/19, they can be purchased in the Bookstore on the Wye Mills campus. They can also be pre-ordered at the Cambridge Center office with exact change or a check.

If you already have a cap and gown that you would like to wear, you must bring it to the Registration Office to receive approval.

If you are wearing your own cap and gown, you must still purchase a tassel from the Bookstore, so we know that you plan to participate in the Commencement ceremony.

The Deadline for purchasing your cap, gown and tassel is May 9, 2019.

****Please note: if you are not eligible to graduate, you must complete a new graduation application once you've completed outstanding requirements.***

For more information, please call the Office of Registration at 410-822-5400, 410-758-1537, or 410-228-4360, ext. 2249.