

Graduation Checklist for Gerontology Students

1. Make an appointment with Dr. Osborne to review your petition to graduate ONE YEAR before you plan to graduate. (Graduate students have special petitions and deadlines. See the Graduate Studies Office (<http://www.csus.edu/gradstudies>))
2. Make a copy of your signed graduation petition for your records. Degree Evaluations and Graduate Studies have been known to lose petitions. Also, if you are trying to add a course with instructor permission, the instructor may request to see a copy of your petition to give you “graduating senior priority.”
3. Turn in your graduation petition ON TIME to Admissions and Records and pay the appropriate fee. Deadlines are Nov. 1st for fall graduations and May 1st for spring/summer graduations. These must be turned in ONE YEAR prior to your expected graduation date. (**Note:** Graduation applications and deadlines are different for graduate students. Please visit the Graduate Studies website for details and forms <http://www.csus.edu/gradstudies>.)
4. Check your degree audit online to be sure your petition has been processed. This may take some time. If you have any questions, check with the Degree Evaluations Office (<http://webapps1.csus.edu/admr/content/evaluation/>).
5. Sign up with the SSIS Dean’s Office to walk in the graduation ceremony. (<http://www.csus.edu/ssis/commencement.htm>)
6. Visit the University Commencement website for details about graduation dates, times, locations and instructions for those participating in the ceremony. (<http://www.csus.edu/commence>)
7. Purchase your cap, gown, honor cords, Masters hoods, etc., from the ASI Business Office on the 3rd Floor of the University Union. Members of Sigma Phi Omega may purchase honor cords by visiting <http://www.aghe.org/site/aghewebsite/section.php?id=8240>.
8. Purchase graduation announcements, degree frames and class rings from the Hornet Bookstore if desired.
9. If you move after you turn in your graduation petition, be sure to update your address with Admissions and Records by filling out a data change form.
10. Be sure all of your outstanding fees are paid (library fines, lab fees, parking tickets, etc.) Outstanding fees may result in a hold on your records and your diploma.
11. Attend Commencement. Bring your friends and family (there is no charge, but please remember to sign up with the Dean’s Office and give expected attendance). Bring sunscreen if you are participating in a Spring graduation, and money for parking if you are graduating in Fall at Arco Arena.
12. Wait 3-6 months for your diploma to arrive. You can request a verification of your degree from Admissions and Records or the Graduate Studies Office if you need to prove you graduated for the purposes of employment.
13. Celebrate! You’re officially finished!