



Westchester Community College

State University of New York

STEPS TO APPLY FOR GRADUATION 2012

A diploma/certificate is not granted automatically to students. In order to receive a diploma/certificate and thus graduate from Westchester Community College, you must apply for one. You have until **Friday, February 24, 2012** to do so.

Here are the steps needed to apply for your diploma/certificate:

Steps to Apply for a Diploma/Certificate

1. Check your "Degree Audit" on *MyWCC* to see if you have satisfied all your degree requirements. All questions about your degree/certificate requirements should be addressed to your Curriculum Chairperson.
2. If you have satisfied all the requirements for your degree (or will complete them by this semester's end), go to the Registrar's Office, located in the Administration Building Room 107. The Registrar is open between 9:00am - 7:30pm Monday through Thursday and 9:00am - 4:30pm on Fridays.
3. Complete the application for your diploma/certificate in person at the Registrar's Office. There is no fee.

STEPS TO PARTICIAPTE IN THE GRADUATION CEREMONY

All graduates from the College are eligible to participate in the Graduation Ceremony held on May 17, 2012. All individuals who apply and are accepted to graduate will receive additional information about the Graduation Ceremony in mid-late March 2012.

In order to participate in the Graduation Ceremony, you must order a cap and gown at the same time as you apply to graduate. Here are the steps needed to order your cap & gown:

Steps to Order a Cap & Gown*

**You will need a cap & gown to participate in the May 2012 Graduation Ceremony*

1. After applying for your degree/certificate, go online and visit: www.sunywcc.edu/capgown
2. Complete the cap & gown online order form. There is no fee.