MEMO TO: All Graduating Students, Advisors, and Faculty

FROM: Commencement Committee

DATE: January 30, 2020

SUBJECT: Important information pertaining to applying to graduate and the commencement ceremony.

Common mistakes and confusion are related to the many facets of graduating and attending a ceremony. Here are some definitions to alleviate confusion.

DEFINITIONS

Graduate. A person who has successfully completed a course of study or training: undergraduate, graduate or doctorate degree completion. All students are required to apply to graduate in order to receive a diploma. For all application questions, contact Registrar at registrar@css.edu.

Diploma. A certificate awarded by an educational establishment to show that someone has successfully completed a course of study. Upon completion, diplomas are mailed to the mailing address provided on the application to graduate. For all diploma questions, contact Registrar at registrar@css.edu.

Commencement Ceremony. A ceremony at which graduates formally receive their degrees (not diploma). All graduates who attend the ceremony will be given a diploma cover (not the actual diploma). The College of Saint Scholastica has two commencement ceremonies every year. The fall commencement ceremony is held during the month of December and the spring commencement ceremony is held during the month of May. Each graduate is required to RSVP through MarchingOrder to attend one of the two ceremonies. For all ceremony questions, contact the Commencement Committee at commencement@css.edu.

Step 1. Are you ready to graduate?
Check with your advisor to inquire if you have completed all required courses of study before applying to graduate.

Step 2. Has your advisor determined you are ready to graduate?
If you are ready, you are required to apply to graduate in order to receive your diploma. Please refer to Registrar’s website for the deadlines to apply to graduate. Applications to graduate are managed by the Registrar’s office.

To apply: http://www.css.edu/administration/registrar/graduation-processes.html

Step 3. Which commencement ceremony program would you like your name to appear?
To have your name printed in the spring or fall commencement ceremony program, you must apply to graduate by the deadlines posted on Registrar’s website. There are no exceptions to the deadlines. The name you provide on your application to graduate will be printed in the commencement ceremony program of your choice. It is imperative that you communicate directly with the Registrar’s Office regarding any name or address changes.

Step 4. Would you like to attend one of the two commencement ceremonies?
If you would like to attend one of the two commencement ceremonies, you must RSVP by completing your MarchingOrder profile. You will receive an email directly from MarchingOrder to RSVP. If you do not complete your MarchingOrder profile by the deadline, you will not be given a custom-made name card or any other options. For other options, see the commencement website.

Graduate Newsletters. Missing newsletters your classmates are receiving?
Monthly newsletters (emails) are serviced by Constant Contact. The newsletters contain important information that pertains to all graduates regardless of whether you have chosen to attend a ceremony or not. Be sure you opt to receive emails from Constant Contact and check your spam folder. The Commencement Committee manages the commencement ceremonies, website and monthly graduate newsletters. For all deadlines mentioned above, go to the Commencement website: http://css.edu/student-affairs/office-of-the-vice-president/commencement.html