MEMO TO: All Graduating Seniors, Advisors, and Faculty
FROM: Commencement Committee
DATE: August 6, 2019
SUBJECT: Important information and deadlines 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, especially a person who has been awarded an undergraduate or first academic degree. 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 document 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). CSS 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. For fall 2019, the deadline was January 31, 2019. However, Registrar's will accept late applications. For spring 2020, apply to graduate by September 27, 2019. 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 be printed?
To have your name printed in the fall 2019 commencement ceremony program, you must apply to graduate by November 8, 2019 and for spring 2020 you must apply to graduate by April 3, 2020. 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. The program is managed by the Registrar’s office.

Step 4. Would you like to attend the fall 2019 commencement ceremony?
If you would like to attend the fall 2019 commencement ceremony, you must RSVP by completing your MarchingOrder profile. You will receive an email directly from MarchingOrder to RSVP. The deadline to RSVP for the fall 2019 commencement ceremony is November 20. If you do not complete your MarchingOrder profile by November 20, you will not be given a custom-made name card or any other options. For other options, see the commencement website. Constant Contact is used to send monthly newsletters to your CSS email. The newsletters contain important information that pertains to all graduates regardless of whether you have chosen to attend the ceremony or not. The Commencement Committee manages the commencement ceremonies, website and monthly graduate newsletters.