ATTENTION: EBERLY COLLEGE OF SCIENCE AND TECHNOLOGY
UNDERGRADUATE BACHELOR AND ASSOCIATE DEGREE STUDENTS ONLY –

PLEASE PRINT THE FOLLOWING INFORMATION AND KEEP FOR FUTURE REFERENCE:

If you are planning to GRADUATE in May 2016, the deadline to apply for graduation is Friday, March 4, 2016. Please see instructions on page 2 to apply for graduation.

Commencement is slated for May 7, 2016 commencement ceremony. Details concerning the May 2016 commencement ceremony will be available on the commencement website at http://www.calu.edu/events/commencement/.

**All questions regarding the commencement ceremony details and honors cords should be addressed to Ms. Jodie Rooney at Rooney@calu.edu.**

Please check your Cal U email and announcements daily for commencement updates. If you do NOT have a current Cal U email address, please provide your personal email address if you wish to receive important notices regarding commencement and/or your graduation status.

Diplomas will be mailed free of charge after all of the final grades are submitted and graduation is confirmed, probably sometime during the month of early July.

INSTRUCTIONS FOR APPLYING FOR GRADUATION: (see next page)
**Please Note:** Both an on-line application and a paper application (see instructions below) MUST be submitted in order for your Graduation Application to be complete.

1. **APPLICATION FOR GRADUATION:** All May 2016 graduates must complete two (2) “Applications for Graduation” by March 4, 2016 in order to be eligible to graduate (please see below):
   
   - **You must apply online through the VIP Portal.** Login to VIP; under the Cal U tab, click Banner Self-Service. Click Student; then click student records. Arrow down and click Apply to Graduate (this will take you to the page where you can complete a paper application AND the online application.
   
   - To complete the online application, go to “Select Curriculum” and click the radio button next to your current curriculum and you will be directed to the online process. If you are completing two degrees, you must apply to graduate for both degrees. If your dual degrees are at 2 different colleges, you must apply at both colleges.

2. **To complete the paper application, please click on the “purple link” that says “application for graduation.”** Completed paper applications may be mailed (see address below), emailed stonick@calu.edu, faxed to 724-938-5743, or brought to EBE 330. Paper applications are also available in Eberly 330.

(Please Note: If you have registered or will be registering for summer/fall 2016 classes to meet your graduation requirements, then do NOT complete the application process – only those students who have met all of the requirements to graduate in May 2016 should apply now).

   **If mailing your graduation application, please mail to:**
   Cindy Stonick  
   Eberly College of Science and Technology  
   California University of PA  
   250 University Ave., Box 43  
   California, PA 15419

The points outlined above are policies implemented by California University of PA and the State System of Higher Education.

Thank you for your cooperation and best of luck in the future.

*Cindy Stonick*

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