College of Education and Human Services  
Undergraduate Graduation Instructions and Important Information

**REMEMBER, YOU MUST COMPLETE AN ELECTRONIC APPLICATION AND A PAPER APPLICATION. IF YOU HAVE NOT DONE YOUR PAPER APPLICATION, DO SO NOW!**

Outlined below are the steps are outlined that are necessary to complete the graduation requirements for the College of Education and Human Services:

Go to [www.calu.edu](http://www.calu.edu)

- Click VIP Portal on main page (left column)
- Log in using your campus log in
- Click the “Banner Self-Service Link (left column)
- Click “Student”
- Click “Student Records”
- Click “Apply to Graduate”
- Click the radio button beside your curriculum then click continue.

Verify that your program and major are correct. If there is a problem with your program or major: STOP and contact your department on the next business day. Once your major and program are correct, you can apply again later.  
*(Please contact me as well so I know you are or will be applying.)*

If your program and major are correct, click the radio button and hit continue

- Choose the date: Undergraduate Graduation is May 7, 2016 at 10:00 AM. If you plan to walk at graduation, you will walk at 10:00 a.m. on May 7, 2016.
- Choose continue
- Select whether in are attending ceremony. Choose only Yes or No. If you are undecided please still choose yes.
- Choose continue
- You will see your name as it appears in the student system. If this is how you want your name on your diploma, choose the dropdown next to One of Your Names and choose your name. If you want your name to appear differently, choose NEW and enter your name **EXACTLY** as you want it on your diploma.
- Choose continue
- If you chose NEW, the next screen will allow you to enter your name as you want it to appear on your diploma.
- Choose continue
- The next screen, choose your address. If you need to correct the shown address under the drop down, choose NEW; otherwise choose the address as shown.
- Choose Continue
- This screen will allow you to update your address or verify that it is correct.
- Choose continue
- Verify your information for your application and **SUBMIT** AT THE BOTTOM.

Your application is not entered until you hit **SUBMIT REQUEST**.

The link to the paper application is: [http://www.calu.edu/current-students/application-for-graduation/index.htm](http://www.calu.edu/current-students/application-for-graduation/index.htm)  
You are a student in the College of Education and Human Services. The paper application you choose should be under that heading. You cannot save this document. Open the link. Complete the fields then print the application. Scan it to [Pascarell@calu.edu](mailto:Pascarell@calu.edu), fax it to 724-938-1605, or drop it off in Keystone 200B.
1. **CLEARANCE TO GRADUATE:** Please make sure that you have taken care of all of your outstanding tuition/debts/fines, returned all library books, returned all borrowed equipment, and did your Federal Stafford Loan exit counseling ([http://www.calu.edu/current-students/financial-aid/index.htm](http://www.calu.edu/current-students/financial-aid/index.htm)). If these are not completed before graduation, you will not be eligible to graduate. To check if you have any holds that need your attention, please visit the VIP Portal. You will be notified if you have any graduation clearance issues via your Cal U Email.

2. If you have any **INCOMPLETE GRADE(S)**, the Change of Grade Form must be submitted by the instructor to the Academic Records Office. **NOTE: IT IS THE STUDENT’S RESPONSIBILITY TO CONTACT THE INSTRUCTOR REGARDING THE INCOMPLETE GRADE!**

3. If you are **TRANSFERRING courses to California University of PA during your last semester to meet graduation requirements**, you must have the **OFFICIAL TRANSCRIPT BEARING THE College Seal. (Your diploma will not be issued until transfer grades are posted.)**
**NOTE:** Transcripts issued to the student ARE NOT ACCEPTABLE. Remember that **30 of your last 60 credits must be taken at California University of PA. Repeated course credits count only once.**

4. You may have your diploma mailed to you if you choose not to participate in the May Commencement Ceremony. Please check the box on your paper application.

5. **TEACHER EDUCATION STUDENTS - CERTIFICATION:** The process to apply for Teacher Certification has recently changed. The step-by-step instructions will be provided to teacher education students.

The points outlined above are policies implemented by California University of PA. If you have any questions regarding the procedures for graduation, please call the College of Education and Human Services at (724) 938-4125 and ask for Cindy Pascarell.