How to Apply for Graduation Online

**STEP 1:** Go to the MyWCC Portal – [HTTPS://MYWCC.SUNYWCC.EDU](HTTPS://MYWCC.SUNYWCC.EDU) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you’ve successfully logged into your Home Page, in the second column under the Student Center box, you will see the following box:

**STEP 2:** Inside your Student Center, under the “ACADEMICS” section, highlight “APPLY FOR GRADUATION” in the dropdown menu. Click the [ ] to continue.

**STEP 3:** On the “SUBMIT AN APPLICATION FOR GRADUATION” page, click on the blue hyperlink, “APPLY FOR GRADUATION”.

Be sure to read all the information located above the “APPLY FOR GRADUATION” link, paying close attention to the deadlines for graduation applications.
**STEP 4:** You will be directed to the “SELECT GRADUATION TERM” page. In the drop down menu next to “EXPECTED GRADUATION TERM”, select the correct graduation semester. Click the green “CONTINUE” button to proceed.

![Select Graduation Term](image1.png)

**STEP 5:** On the “SELECT GRADUATION TERM” page, in the drop down menu next to “EXPECTED GRADUATION TERM”, select the appropriate term, and click the green “CONTINUE”.

![Select Graduation Term](image2.png)

**STEP 6:** On the “VERIFY GRADUATION DATA” page is the where you will review the degree for which you’re applying one final time before submitting your application.

Be sure to **read** all the information before clicking “SUBMIT APPLICATION”.

![Verify Graduation Data](image3.png)
**STEP 7:** The “SUBMIT CONFIRMATION” page indicates you have successfully completed the application for graduation process.

![Submit Confirmation Page](image)

**STEP 8:** Inside the “MY ACADEMICS” portion of your Student Center is where you will have the option to go in and review your graduation status by clicking on the link “VIEW MY GRADUATION STATUS”.

![My Academics Page](image)

**STEP 9:** You can review your graduation application status: expected graduation term, degree name, type of degree including your major, and your degree name here.

![Graduation Status Page](image)

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