How to Apply for Graduation Online

**STEP 1:** Go to the *My*WCC Portal – **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.
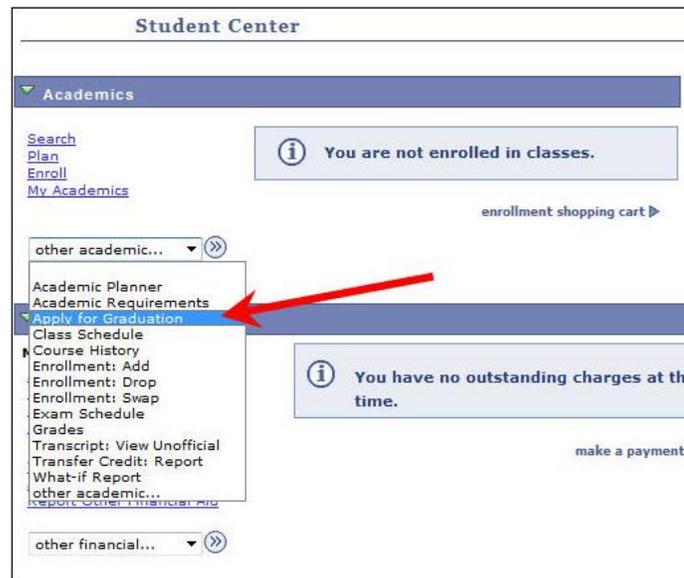
STEP 3: On the **"SUBMIT AN APPLICATION FOR GRADUATION"** page, click on the blue hyperlink, **"APPLY FOR GRADUATION"**.

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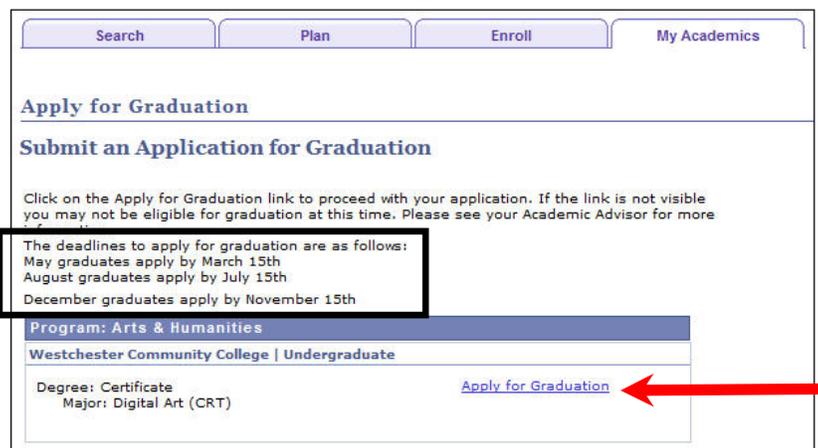
STEP 4:   You will be directed to the **"SELECT GRADUATION TERM"** page. In the drop down menu next to **"EXPECTED GRADUATION TERM"**, select the correct graduation semester. Click the green **"CONTINUE"** button to proceed.

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"**.

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"**.

STEP 7: The **"SUBMIT CONFIRMATION"** page indicates you have successfully completed the application for graduation process.

Search	Plan	Enroll	My Academics

Apply for Graduation

Submit Confirmation

✔ You have successfully applied for graduation.

Please check your WCC email account for updates. Notifications will only be sent to your WCC email account.

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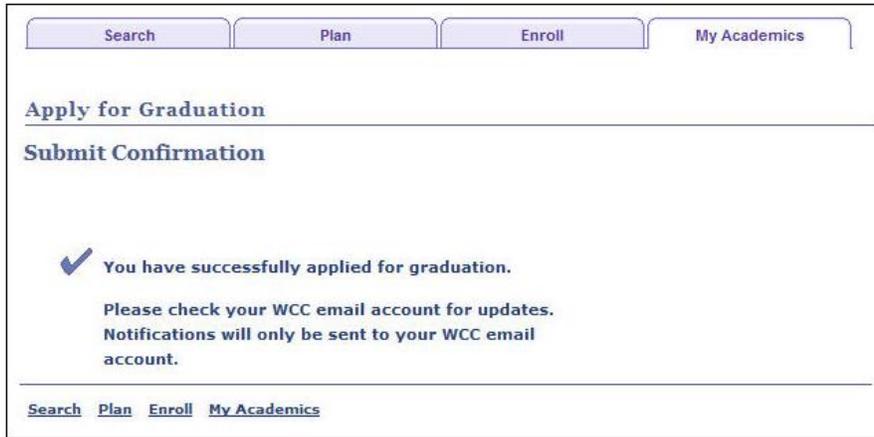
STEP 8: Inside the **"MY ACADEMICS"** portion of your Student Center is where you will have the option to go in and review your graduation status by clicking on the link **"VIEW MY GRADUATION STATUS"**.

Search	Plan	Enroll	My Academics

My Academics

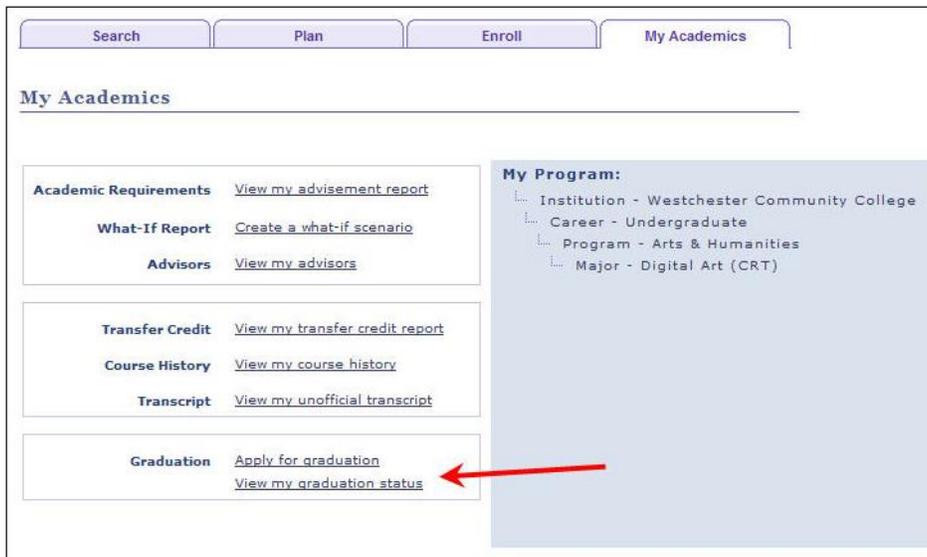|	
Academic Requirements	View my advisement report
What-If Report	Create a what-if scenario
Advisors	View my advisors
Transfer Credit	View my transfer credit report
Course History	View my course history
Transcript	View my unofficial transcript
Graduation	Apply for graduation
	View my graduation status

My Program:
Institution - Westchester Community College
  Career - Undergraduate
    Program - Arts & Humanities
      Major - Digital Art (CRT)

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.

Search	Plan	Enroll	My Academics

Graduation Status

Program: Business, Etc.

Westchester Community College | Undergraduate

Degree: Associate in Arts   Status: Applied for Graduation
  Major: Lib Arts: Social Science (AA)   Expected Graduation Term: Fall 2013

Student Information

Degree Name
  Cpt. J. Hook