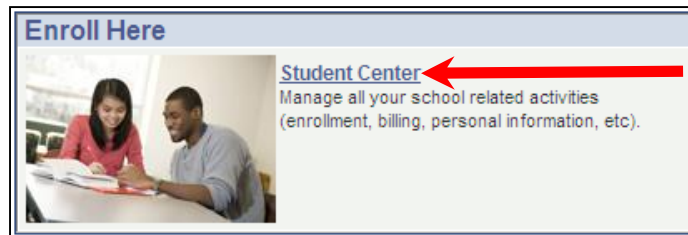


How to Apply for Graduation Online


STEP 1:

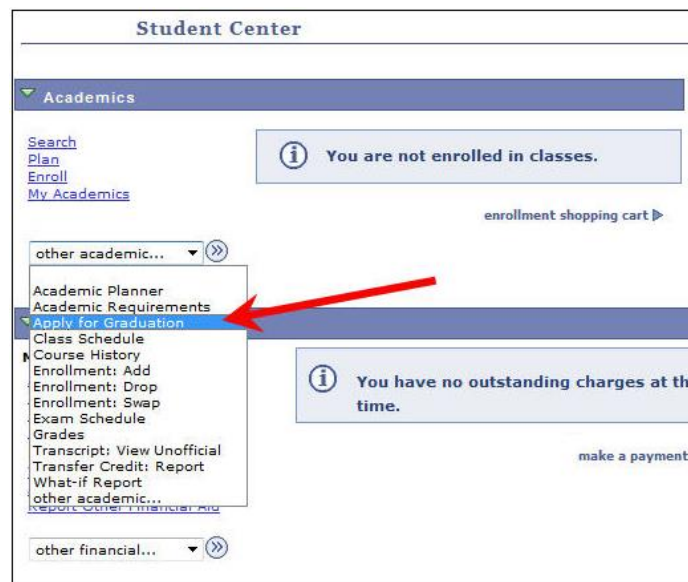
Go to the *MyWCC* Portal – [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that *must* be done first!)

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:

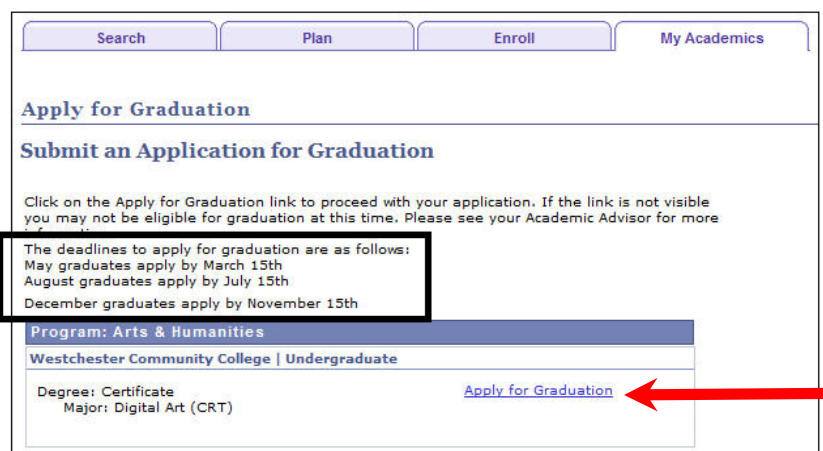
Inside your Student Center, under the “ACADEMICS” section, highlight “APPLY FOR GRADUATION” in the dropdown menu. Click the  to continue.



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.

Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

You are eligible to apply for graduation in the Program(s) listed below.

If your Program/Plan(s) is not listed, you are NOT eligible to apply for graduation at this time. Contact your Advisor for specifics.

NOTE: If you are enrolled in a second Program/Plan (Degree/Certificate) you must complete an application for graduation for both.

Program: Arts & Humanities

Westchester Community College | Undergraduate

Degree: Certificate
Major: Digital Art (CRT)

Expected Graduation Term: select term ...

SELECT DIFFERENT PROGRAM CONTINUE

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”.

Search Plan Enroll My Academics

Apply for Graduation

Select Graduation Term

You are eligible to apply for graduation in the Program(s) listed below.

If your Program/Plan(s) is not listed, you are NOT eligible to apply for graduation at this time. Contact your Advisor for specifics.

NOTE: If you are enrolled in a second Program/Plan (Degree/Certificate) you must complete an application for graduation for both.

Program: Arts & Humanities

Westchester Community College | Undergraduate

Degree: Associate in Arts
Major: Communications/Media Arts (AA)

Expected Graduation Term: Fall 2013

Graduation Instructions

- YOUR LEGAL / ENROLLED NAME IS WHAT WILL BE PRINTED ON YOUR DEGREE OR CERTIFICATE.
- YOUR DEGREE(S) and/or CERTIFICATE(S) WILL BE ISSUED IN THE CURRICULUM(S) YOU ARE CURRENTLY ENROLLED/DISPLAYED.

SELECT DIFFERENT PROGRAM 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”.

Search Plan Enroll My Academics

Apply for Graduation

Verify Graduation Data

Program: Arts & Humanities

Westchester Community College | Undergraduate

Degree: Certificate
Major: Digital Art (CRT)

Expected Graduation Term: Fall 2013

Graduation Instructions

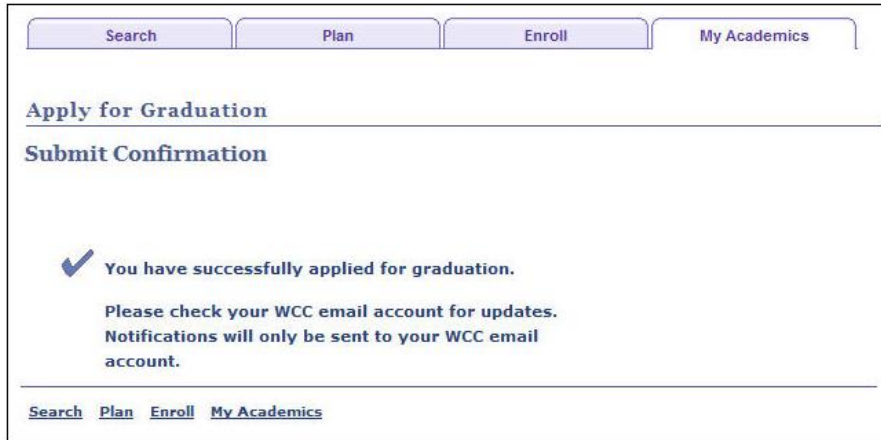
- YOUR LEGAL / ENROLLED NAME IS WHAT WILL BE PRINTED ON YOUR DEGREE OR CERTIFICATE.
- YOUR DEGREE(S) and/or CERTIFICATE(S) WILL BE ISSUED IN THE CURRICULUM(S) YOU ARE CURRENTLY ENROLLED/DISPLAYED.

SELECT DIFFERENT PROGRAM SUBMIT APPLICATION

SELECT DIFFERENT TERM

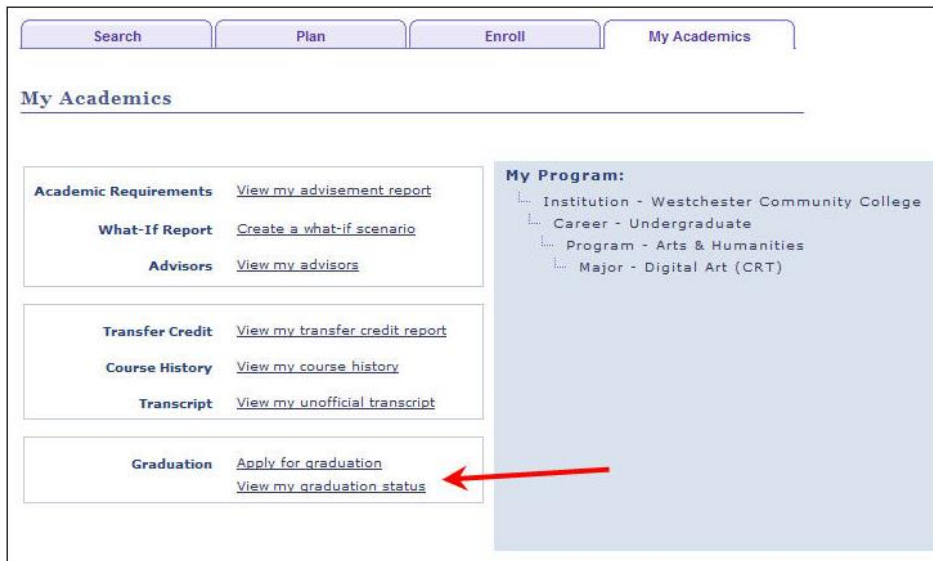
STEP 7:

The “SUBMIT CONFIRMATION” page indicates you have successfully completed the application for graduation process.



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”.



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.

