GRADUATION PROCESS CHECKLIST

Step 1: Submit All Academic Records and Necessary Forms

☐ Send Official Transcripts from all attended colleges and universities to: CSN Office of the Registrar, Sort Code WCD124, 6375 West Charleston Blvd, Las Vegas Nevada 89146. Act quickly; the transcript evaluation process can take up to three weeks depending on the time of year.

☐ Look for the Transcript Evaluation Notification from CSN’s Office of the Registrar. You may print your Transfer Credit Report from your MyCSN showing how your transferred credits were articulated by CSN.

☐ Meet with your Designated Academic Counselor or Advisor to review your Academic Advising Report and make sure you are on track to graduate.

☐ Verify the Accuracy of your Major (PLAN) and Catalog Year (REQUIREMENT YEAR) under the Academics tab in your MyCSN. An inaccuracy could hold up processing and postpone your graduation date. Changes to the Academic Plan must be done immediately.

☐ Submit Other Applicable Forms such as the Substitution/Waiver Request Form, the Non-Traditional Education Credit, or the Credit by Examination form that could help you meet degree requirements.

☐ Verify the Accuracy of your Name, CSN Email & Home Addresses listed in MyCSN to ensure delivery of electronic communications with graduation status updates and for your CSN diploma to arrive by regular mail at the correct destination after graduation. Make certain that “csn.edu” has been added to the “do not block” domain in your email account safeguarding college communications from going to spam. Please know the diploma will be sent to your home address in MyCSN and not your mailing address.

☐ Confirm and/or Edit your Name’s Directory Privacy Settings by logging into your MyCSN account and making the appropriate changes under Personal Information. A student’s name cannot appear on the commencement booklet with an active “non-disclosure” request.

Step 2: Apply for Graduation

☐ Apply for Graduation online through your MyCSN account (please see application deadlines for dates).

☐ Check the Status of your Application by selecting the View Graduation Status hyperlink under the ACADEMICS tab in your MyCSN account.

Step 3: Plan on Attending Commencement

☐ Look for the Spring Commencement Email Invitation in MyCSN if you have met the requirements for your degree.

☐ Purchase Your Cap and Gown from the CSN bookstore once you are cleared to graduate. If you are graduating with honors as indicated by the Cumulative GPA on your official transcript, you may be eligible to wear an honors or high honors cord. The bookstore will have your name on a list to facilitate the purchase of the appropriate cord.

☐ Wear Approved Academic Regalia ONLY during the ceremony consisting of:

- Cap, gown, and tassel purchased at the CSN Bookstore (bringing your own cap or gown is not advised)
- Approved cords and stoles from nationally recognized honor societies (Phi Theta Kappa, Sigma Chi Eta, Sigma Phi Alpha)

☐ Inform Friends and Family About Commencement Day. Location, start time and parking instructions will be sent to you via regular mail.

☐ Purchase Graduation Invitations at a CSN campus bookstore.

- Seating: No tickets required; guests should arrive early to ensure good seats.

☐ Professional Photographers will photograph graduates as they leave the stage during the commencement ceremony; a proof with purchase information will follow by mail.

☐ Special accommodations for Deaf and Hard of Hearing Services, contact (702) 651-4448 and for the Disability Resource Center, call (702) 651-4045.

☐ Diplomas will be mailed approximately four weeks after the end of the term. To check for diploma mailing status go to https://www.michaelsutter.com/csn.