

Spring 2018 Graduation Coordinators Calendar

Date	Title/Description
Feb. 1 (Thurs.)	Graduate School Students: Last day to submit a spring graduation application in MyCUInfo (11:59 p.m.).
Feb. 19 (Mon.)	ROTC: Candidates for commission due for program.
March 1 (Thurs.)	Sarah Adderholt: Names of honorary degree recipients due for diploma printing.
March 16 (Fri.)	Office of the Registrar: Send diploma cover order forms to departments (due back April 6). Grad Coordinators: Honors medal orders due to Office of the Registrar by noon.
April 1 (Sun.)	MBA, LAW, UGRD Students: Last day to submit a graduation application for spring or summer in MyCUInfo and get name in program (11:59 p.m.). MBA, LAW, Graduate School Students: Last day to cancel a spring graduation application in MyCUInfo (11:59 p.m.). Graduate School Students: Last day to submit or edit dissertation titles in MyCUInfo for the program.
April 6 (Fri.)	Board of Regents: Citation changes due for program. Grad Coordinators: <ul style="list-style-type: none"> • Deadline for commencement program changes (approve or deny applications). • Honors lists due on confirmed list template for program and medal orders. Sarah Adderholt: Lists of outstanding graduates and marshals due for program.
April 20 (Fri.)	Honors Department: Honors list due.
April 26 (Thurs.)	Graduate School: Confirmed lists for PhD due to Office of the Registrar by noon.
May 3 (Thurs.)	UGRD Students: Last day to submit, update or cancel a spring graduation application in MyCUInfo (11:59 p.m.). Grad Coordinators: Honors medals available for pickup in Office of the Registrar. Paradigm: PhD diplomas delivered to Graduate School. Send copy of Bursar's Office hold lists to Graduate School.
May 7 (Mon.)	Dean's Offices: Honors medals available all week in dean's and honors offices. Departments: Diploma covers available for pickup in Office of the Registrar. Distribution Services: Program delivery due to Events Center by 3 p.m. Deliver three boxes to Regent 101 and two boxes to Chancellor's Office.
May 10 (Thurs.)	Commencement – 8:30 a.m. Folsom Stadium
May 15 (Tues.)	Office of the Registrar: <ul style="list-style-type: none"> • Post PhD degrees. • Verify PhD dissertation titles are uploaded to Campus Solutions.

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May 18 (Fri.)	Office of the Registrar: Mail PhD diplomas not picked up at ceremony.
June 1 (Fri.)	Grad Coordinators: Confirmed lists and honors lists for UGRD, MAS, MBA and LAW due to Office of the Registrar by noon.
June 5 (Tues.)	Spring Graduates: Deadline to update diploma name and address in MyCUInfo (11:59 p.m.). Grad Coordinators: Deadline to make changes to grad roster before losing access.
June 6 (Wed.)	Grad Coordinators: Last-minute changes for degree posting due to Office of the Registrar by noon.
June 11 (Mon.)	Office of the Registrar: Transcripts with degrees posted available for order after 5 p.m.
June 15 (Fri.)	Office of the Registrar: Diploma order due to Paradigm for printing. Departments: Certificate completion notifications due to Office of the Registrar by noon.
June 18 (Mon.)	Office of the Registrar: Transcripts with certificates posted available for order after 5 p.m.
June 22 (Fri.)	Office of the Registrar: Certificate order due to Paradigm for printing.
July 2 (Mon.)	Paradigm: Diplomas for spring graduates mailed to students.
July 9 (Mon.)	Paradigm: Certificates for spring graduates mailed to students.