

NEW ONLINE GRADUATION APPLICATION FOR SUNY PLATTSBURGH STUDENTS

The Registrar's Office is pleased to announce the availability of an Online Graduation Application. All degree and certificate undergraduate and graduate candidates are required to submit an application one semester prior to their expected date of graduation. This application is a requirement for degree conferral. Students planning to graduate May, August, or December 2015 may submit the online graduation application now. **Note: If you have previously submitted a Diploma Application, do not submit an online application.**

IMPORTANT INSTRUCTIONS

1. Log into the MyPlattsburgh portal at mycampus.plattsburgh.edu to determine whether holds exist that may prevent the submission of your graduation application
2. Click on the Student Services tab
3. Click on the My Holds link. Review your account for existing holds. Graduation applications cannot be submitted until all holds are resolved.
4. Undergraduate students and students in combined undergraduate/graduate degree programs click on the Degree Works link. Take a moment to review your Degree Works audit to ensure you will complete all requirements by the term you select for graduation. Pay close attention to the DEGREE header. The degree listed will be the degree awarded. Some academic programs provide an option for a B.A. or a B.S. In this case, you may submit a request to change your degree option by emailing the [Registrar's Office](#).
5. Students graduating in combined undergraduate/graduate programs submit separate applications. One application for the undergraduate degree and a second application for the graduate degree.
6. As always, we encourage you to consult with your academic advisor/program coordinator regarding completion of degree requirements and your graduation plans.

Your hometown city, state, and country are printed in the Commencement Program. This information is selected from the mailing address you have on file with the college. If you want different hometown information listed in the program, please email the [Registrar's Office](#) as soon as possible. Note: If you apply too late in the semester, your name may not appear in the Commencement Program.

If your address changes after you have applied for graduation, you must email the [Registrar's Office](#) promptly to request your diploma be mailed to your new address. Diplomas are mailed six to eight weeks after degree conferral.

Now you're ready to submit your Online Graduation Application. (Screenshots of the application are available on the MyPlattsburgh homepage under the Degree Audit/Information header).

Final degree audits are completed generally one week after final grades are due. Please monitor your SUNY Plattsburgh email accounts for results.

ONLINE GRADUATION APPLICATION ACCESS

1. Log into the portal (mycampus.plattsburgh.edu)
2. Click on the Student Services tab
3. Click on the Graduation Application link listed under the Degree Audit/Information header
4. Click on the 'Complete a Graduation Application' link

Questions may be directed to the Registrar's Office at registrar@plattsburgh.edu or call 518-564-2100.

IMPORTANT: IF YOU HAVE ALREADY SUBMITTED A DIPLOMA APPLICATION, DO NOT COMPLETE AN ONLINE APPLICATION.