Graduation Checklist

☐ Complete all university, college, and major requirements for your degree as outlined in the degree plan for your catalog year.

☐ Apply for graduation by registering for the appropriate graduation course.

☐ Order your cap and gown from the Concordia University Bookstore. Your cap and gown order is your RSVP for the commencement service.

☐ Undergraduate honor cords are issued by the bookstore and are included with undergraduate cap and gown orders.

☐ Graduating students who are a member of an Honor Society must contact the Honor Society directly for honor cords or other regalia.

☐ Announcements and class rings are available for order through the Bookstore.

☐ Clear your academic record. All previous incompletes must be changed to a letter grade. Any outstanding transcripts or official exam scores should be submitted to the Graduation Office one month before the graduation date.

☐ Verify your permanent mailing address as shown in MyInfo. This is the mailing address that the university uses to send your diploma. Any changes need to be processed by the last day of class.

☐ Verify that the format and spelling of your name is correct. Students will find the exact spelling and format of their name on their transcript. Any changes need to be processed by the last day of class.

☐ Verify that you have cleared any financial obligations with the Student Financial Planning office, located in Student Central. Outstanding issues will prevent the release of your official transcript.