Have you checked your Diploma Information?

May 2015 graduates have until **Friday, March 27** to check and update their diploma information on SIO: Graduation & Diploma.

Graduation & Diploma information can be found under the **Academic Info** tab on Student Information Online.

Click the Edit button under Diploma Information to change how your name will be printed on your diploma.

If you have an outstanding balance on your account, a message will show here to let you know your diploma will be held until the balance is resolved.

Information under this section needs to be updated by your department (or the department offering your additional major/minor).

Students can indicate here whether or not they plan to attend Commencement. **This is not an official sign-up**, but a way for us to get rough estimates of expected attendance.

If you are unable to attend Commencement, we will mail your diploma (in June) to this address. If this changes after the March 27 deadline, please contact **uro-diplomas@andrew.cmu.edu**.

**IMPORTANT:** This address is separate from your permanent address on the My Info tab. Updating one does **not** update the other.

You can see how your diploma will look by checking out the Prototype (note: as of May 2008, minors are no longer printed on diplomas).

This is **not** an official document and may not be used as proof of your degree.

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**Carnegie Mellon University**
University Registrar's Office
**uro-diplomas@andrew.cmu.edu**
**Other Things to Check:**

### Missing Grades/Transfer Credit

Review your unofficial academic record on SIO under the **Academic Info** tab to make sure there are no missing grades or missing transfer credit which may prevent you from graduating on time.

- If you have any missing final grades, please contact your instructor.
- If you have any missing transfer credit, make sure the other school has sent an official transcript directly to the University Registrar’s Office, 5000 Forbes Avenue, Warner Hall A19, Pittsburgh, PA 15213. Our office will distribute the official transcript to your department for approval. Please make sure your department knows to expect the transcript.

### Student Account: SIO Finances Tab

Please check your Student Account information on SIO under the **Finances** tab to make sure you will not have a balance due. **Any balance due as of Wednesday, May 13** will cause your diploma to be withheld by the Student Accounts Office. You will also not be able to order transcripts or verification letters until the balance is paid in full and the hold is released by Student Accounts.

**Note:** If you are continuing at Carnegie Mellon, future semester charges will not cause your diploma to be held, so long as you are registered for classes.

For any questions related to student account or billing, please contact [thehub@andrew.cmu.edu](mailto:thehub@andrew.cmu.edu).

### Federal Loan Exit Counseling

If you have received federal loans, you must complete one or more exit counseling sessions—see [http://www.cmu.edu/finaid/loans/entrance-exit/exit.html](http://www.cmu.edu/finaid/loans/entrance-exit/exit.html) for more details. If you do not complete the required counseling in a timely manner, you will receive follow-up notifications until it is complete.

### Update Contact Information

Please make sure your contact information (permanent address, personal e-mail, cell phone number, etc.) are correct on SIO under the **My Info** tab. This will make it easier for us to relay any necessary communications in a timely manner after you graduate.

### Grad Fair and Regalia

Bachelors and Masters graduates should attend **Grad Fair**, a one-stop-shop for all things commencement and life after graduation. This is where you will purchase and pick up your regalia (cap & gown), along with other memorabilia, study abroad sashes, etc.

If you are a doctoral candidate, you do not need to attend Grad Fair. You can purchase your cap & gown online. Please see [http://www.cmu.edu/commencement/grads/cap-and-gown-info.html](http://www.cmu.edu/commencement/grads/cap-and-gown-info.html) for more information and ordering info.

### Registration for the Upcoming Semester

If you are **continuing** studies at Carnegie Mellon, please **register** for classes for the upcoming semester during Registration Week, so that we know you will be coming back. This will ensure that any future tuition charges do not affect receiving your diploma.

If you are **not continuing** studies at Carnegie Mellon, please **do not register** for classes in an upcoming semester. This will change your enrollment status for future semesters to change to “Pending Graduate” and ensure that any future tuition charges are dropped from your student account.