

Graduation/Diploma Process Overview

The certification and diploma process has several main components:

- Student Data Collection
- Department Maintenance and Verification of student data
- Diploma Ordering
- Commencement Program Production *(May only)*
- Diploma Distribution *(at ceremony for May and by mail for August/December)*
- Degree Certification

Students are responsible for:

1. Updating their diploma name and mailing address, as well as verifying expected graduation date, degree/major/additional major information, and thesis title (if applicable) on **SIO: Graduation and Diploma (SIO: G&D)**. As of 2024: Advisors should be updated by the department. Reminder e-mails with instructions are sent out to all expected graduates several times before diplomas are ordered.

Academic departments/advisors are responsible for:

1. Maintenance and verification of student data. Departments/advisors should review their students for the correct:
 - a. Expected semester of graduation
 - b. Students' majors, additional major(s) and/or minor(s)
 - c. Thesis titles and advisors, where applicable;
 - d. Setting the degree/major/minor status as 'in progress' for the expected semester of graduation;
2. Reviewing data and submitting changes for the Commencement Program, produced and published by University Communications & Marketing;
3. Certifying the students' degrees, including majors, additional majors and minors after final grades;
4. Distributing diplomas at May diploma ceremonies and returning non-distributed diplomas to the University Registrar's Office by the stated deadline; and
5. Tracking diplomas distributed to the department leading up to and after Commencement.

Associate Deans are responsible for:

1. Flagging students appropriately for university and college honors in S3.

The University Registrar's Office is responsible for:

1. Assisting with this process, informing the students and departments of deadlines, correcting errors and problems for academic departments;
2. Ordering printed and electronic diplomas;
3. Distributing printed diplomas to academic departments upon their arrival from the vendor (May only);
4. Mailing diplomas to students who are unable to receive them at the May ceremony, as well as mailing all diplomas for August and December graduates;
5. Holding diplomas due to financial or community obligations;
6. Handling diplomas returned after Commencement which could not be given at the ceremony;
7. Reordering of diplomas with errors/defects.

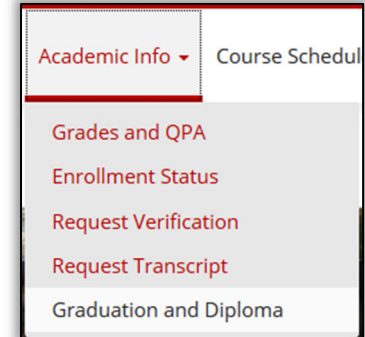
Students: What is SIO: Graduation & Diploma?

The Graduation and Diploma page, under the Academic Info tab, allows students to view their diploma information and update diploma name and mailing address information.

Diploma Information

The Diploma Information section displays the student's diploma name, which the student can edit as desired.

- **The diploma name is not tied to the official name on a student's record**, as students can enter whatever name they wish to be printed on their diploma. A student's name is not changed on his/her academic record without a Change of Name form.
- Instructions on entering special characters are displayed when the student clicks the **"Edit"** button to edit the diploma name.



Carnegie Mellon University Andy Carnegie (logged in as jc81@andrew.cmu.edu) [FAQ](#) | [Feedback](#) | [Logout](#)

Student Information Online Academic Info Course Schedule Finances My Info Campus Life Resources

Diploma Name

Name on Diploma: Andrew Carnegie [Edit Diploma Name](#)

Degree(s) Information

Bachelor of Arts in Creative Writing

Home College	Dietrich College of H&SS
Home Department	English
Additional Major(s)	None
Minors	None
University Honors	No
College Honors	No
Expected Graduation Date	May 2025
View Unofficial Diploma Prototype	
Certification Status	Potential 05 Mar 2025
Diploma Tracking Status	Fin Hold Released 12 Feb 2023

Commencement Ceremony Attendance

Our records indicate that you plan to attend the upcoming May department diploma ceremony and/or the main commencement ceremony in Pittsburgh PA. [Edit Commencement Ceremony Attendance](#)

Diploma Delivery Address

i This address is separate and different from the permanent address in My Info. Updating one address does not update the other.

Your diploma will be mailed to this address:

Country	USA
Line 1	5000 FORBES AVENUE
Line 2	WARNER HALL A19
City, State, Zip	PITTSBURGH, PA 15213
Phone	412-268-8186

Personal Email:

Email	thehub@andrew.cmu.edu
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[Edit Diploma Delivery](#)

CeDiploma, a digitally signed electronic diploma for free!
CeDiplomas for May graduates are typically available in June; for August graduates in September; and December graduates in February. Look for an email when your CeDiploma becomes available.
Visit www.cmu.edu/hub/registrar/graduation/ for more info.
[Download CeDiploma](#)

Diploma Mailing Address

Be sure to enter a diploma mailing address at the bottom of the page, especially if you are an August or December graduate. This address is separate from your permanent address as seen on the My Info tab. If you are unable to update your diploma mailing address because the deadline has passed, send e-mail to uro-diplomas@andrew.cmu.edu, or contact your home department.

Exit Counseling Status

Updates to your exit counseling status may be delayed up to one week.

Degree(s) Information

This section lists individual information about each degree a student has earned/is expected to earn. Individual degree information can be "collapsed" via the plus/minus button to the left of the degree title.

- This information is not editable by the student. If it is incorrect, it must be changed by the appropriate academic department.
- Students can enter their thesis titles. After the certification deadline, only the University Registrar's Office can add/change a thesis title/advisor.
- The Diploma Tracking Status shows the latest tracking step done by the department or University Registrar's Office.
- Students can see a prototype of their diploma by clicking on the "PDF" link next to "View Unofficial Diploma Prototype."
This is not an official document and may not be used as a diploma copy or as proof of graduation.

Commencement Ceremony Attendance

This section allows students to state whether or not they will be attending the next Commencement ceremony. **This does not mean we will hold a diploma for Commencement!** It is just a way for students to let us know of their plans. **All August and December diplomas will still be mailed.**

Edit - Doctor of Philosophy in Chemistry
(Please Type Accurately. This information will appear in the commencement program and on your official transcript.)

Home College	Mellon College of Science
Home Department	Chemistry
Additional Major(s)	None
Minors	None
Expected Graduation date	Dec 2019
Doctoral Thesis Title	

Note: (Please leave blank if none.)
- Please type in English, without using chemical, mathematical or any other special symbols.

Advisors(s)

Note: Please enter full name(s), and not nick name(s). Do not include any title before or after the name.
- For multiple names, list them alphabetically by last name, separated with a comma and a space

*For changes in degree, major(s), minor(s) and home department, please contact the respective academic department.

Save Cancel

Diploma Delivery Address

Students use this section to enter their diploma mailing address. **This address is separate and different from the permanent address in My Info. Updating one address does not update the other.** Any May diplomas not handed out at MayCommencement who request mailing, as well as all August and December diplomas, will be mailed to the diploma mailing address.

Certified Electronic Diploma (CeDiploma)

CeDiploma is a digitally signed electronic diploma that is available for May graduates are typically in June; for August graduates in September; and December graduates in February. Look for an email when your CeDiploma becomes available. There is a link that provides more information about the ceDiploma.

Certified Electronic Diploma

Order your digitally signed electronic diploma for free! Available only for certified graduates as of Spring 2016 or later.

Visit www.cmu.edu/hub/registrar/graduation for more info.

» [Order CeDiploma](#)

Messages to Expected Graduates

Students are emailed messages like the following throughout the semester reminding them to update their graduation information:

Dear [Student's First/Preferred Name],

Our records indicate that you are expected to graduate in May 20XX. Congratulations on this achievement! Below are necessary steps you should complete in order to prepare for your May graduation. This information, along with other items you may need to complete, can be found at www.cmu.edu/hub/docs/diploma-and-graduation-info.

STEP 1: CHECK YOUR DIPLOMA INFORMATION

Deadline: Friday, March 22, 20XX at 11:59 PM (EST)

Visit your SIO Graduation and Diploma page (under the Academic Info tab) to verify the following:

- **Diploma Name**
 - Provide the exact spelling of your name for your diploma (case-sensitive)
 - If your name includes characters that cannot be entered into SIO, email an image of how your name should be printed to uro-diplomas@andrew.cmu.edu
 - Once the deadline passes, the name entered into SIO will be the name that is printed on your diploma
- **Degree, Major, Graduate Date**
 - If any of this information is incorrect, contact your academic advisor or the advisor of the major/minor
- **Commencement Attendance**
 - Edit the 'Commencement Ceremony Attendance' box to let us know whether you plan on attending the May 20XX Commencement Ceremony (this is not a sign-up, but merely a way for us to estimate attendance)
- **Delivery Address**
 - May diplomas will be distributed at your departmental ceremony; if you are not attending the ceremony, please provide a mailing address for your diploma to be shipped
 - If you do not know what your address will be, be sure to provide a contact email or phone number so we can contact you following graduation
 - Diplomas will be shipped in June
 - We do not mail diplomas to departmental addresses or SMC boxes

Lastly, be sure to view your diploma prototype to get an idea of how your diploma will be printed. The prototype is not an official document.

STEP 2: ORDER REGALIA (CAP & GOWN)

Be sure to visit the Commencement Fair March 20-21, 20XX, to purchase your cap and gown for Commencement. Detailed cap and gown information may be found at www.cmu.edu/commencement/graduates/cap-and-gown.html.

STEP 3: CHECK STUDENT ACCOUNT BALANCE

Be sure to check your student account balance within Student Information Online (SIO) (www.cmu.edu/hub/sio) to ensure that your account is paid in full. This includes sponsored students.

If your balance is not paid in full by May 15, 20XX, then you will not receive your diploma at the May ceremony. Your diploma and transcript will be withheld until your account is paid in full. Diplomas that are withheld will not be available for release until two weeks after Commencement.

For questions concerning your student account, send email to The HUB at thehub@andrew.cmu.edu.

ADDITIONAL INFORMATION

Commencement weekend details, including keynote speaker, visitor information, and a schedule of events may be found at www.cmu.edu/commencement.

Diploma questions may be directed to uro-diplomas@andrew.cmu.edu. Additional information regarding graduation and diplomas, including how to purchase a Certified Electronic Diploma, may be found by visiting www.cmu.edu/hub/registrar/graduation.

If you have already completed the above steps, thank you.

Regards,

University Registrar's Office

Academic Departments: What is the S3 Degree Declaration screen?

Academic departments use the **S3 Degree Declaration** screen (under the **Academic Records** tab) to make any changes to a student's degree, major, additional major(s) and minor(s), as appropriate for up to three simultaneous degrees (degrees that have already been certified are displayed on the Previous Degrees screen; however, previous degrees do not appear in the galleys or in any publications).

To add a new degree:

1. Click the gear icon (⚙️) to add a new degree. If this icon does not appear, it means you do not have access to add degrees for this student.
2. A pop-up box will display, allowing you to enter the degree type (BS, MS, PHD, etc.), effective semester, home college/department/major, expected graduation semester, and major file name (for academic audit purposes).
 - Either click the "?" button or begin typing in the boxes to bring up a list of possible values for each field. Data entered in this field will be validated so only valid entries are accepted.
 - Note: "Effective semester" refers to the first semester record which will show this new degree. Therefore, a student must have a semester record in order to declare a degree.
3. Click "Save." The new degree will show up in the list.

To add an additional major/minor:

1. Under the appropriate degree, click the button for either "Add an Additional Major" or "Add a Minor."
2. A pop-up box will display, allowing you to enter the appropriate information to specify the additional major or minor (college, department, major/minor code).
 - Either click the "?" button or begin typing in the boxes to bring up a list of possible values for each field. Data entered in this field will be validated so only valid entries are accepted.
3. Click "Save." The new additional major or minor will show up in the list, under the appropriate degree.

To edit a degree, major, additional major, or minor

- To edit degree or primary major, use the appropriate fields under the degree heading (use the triangle button to expand the degree if necessary). Click **"Save"** to commit changes.
 - **IMPORTANT:** If you do not click "Save," your changes will not take effect.
 - You can change a student's expected graduation semester only to a future semester.
- To edit an additional major or minor, click the "Update" button next to the major or minor. Make any necessary changes and click "Save."

To delete a degree/additional major/minor

- To delete a degree, click the "Delete" button at the bottom of the page. You will be asked to confirm.
 - You cannot delete a student's **primary** (first) degree if the student has multiple degrees. The secondary degree(s) must be removed first.
 - Once you delete a degree, you also delete any additional majors/minors attached to it.

- To delete an additional major or minor, click the "Remove" button next to it. You will be asked to confirm.

Academic Departments: Graduation Management

- Departments can access the Enrollment Services Faculty and Staff Information webpage regarding Graduation Management Information. At this site, we have guides, forms and links related to graduation deadlines and procedures.
- Bookmark this site: <https://www.cmu.edu/es/graduation-management/index.html>

Graduation Management

Graduation Management within the S3 Admin Console collects specific degree and diploma information for expected graduating students for August, December and May of the calendar year. Departments certify primary degrees including additional majors & minors, flag honors, and record thesis titles.

For the campus-wide May Commencement Ceremony, commencement program production and diploma tracking is administered by this site.

QUESTIONS MAY BE DIRECTED TO COMMENCE@ANDREW.CMU.EDU »

STUDENT INQUIRIES MAY BE DIRECTED TO URO-DIPLOMAS@ANDREW.CMU.EDU »

Additional Resources:

S3 Graduation Management	»
Departmental Contacts (pdf)	»
Degrees Offered	»
Commencement Ceremony (Events)	»
Survey of earned Doctorates (SED) - Doctoral Students Only	»

Forms & Documentation

[Graduation Process Help Guide \(pdf\)](#)

Documentation & instructions for the entire graduation process.

[Graduation Timeline \(pdf\)](#)

Timeline of processes and deadlines for the current graduation semester.

[Graduation Certification Form \(pdf\)](#)

This form should be used for certifying a student after the certification deadline.

[Diploma Tracking Instructions \(pdf\) \(May Only\)](#)

Documentation for tracking diplomas in S3 Graduation Management.

[Diploma Return Form \(pdf\) \(May Only\)](#)

This form should be used for returning diplomas to either be reordered, mailed or destroyed after Commencement.

[Removal of Certification Form \(pdf\)](#)

This form should be used to un-certify a student's degree if it was certified in error.

Academic Departments: What is Graduation Management?

Registrar: Graduation Management reflects the data in the S3 Degree Declaration/Previous Degrees screens and allows electronic student graduation certification; separate certification of primary majors, additional majors, and minors; allowing input for the thesis title and advisor; updating honors (dean's offices only), updating diploma tracking (for May only); and indicating mailing information.

The screenshot shows the S3 Admin Console interface. At the top, there is a header with the Carnegie Mellon logo, the text "S3 ADMIN CONSOLE", a search bar, and a "Go" button. Below the header, there is a navigation bar with tabs for "Prospect", "Student", "Course", and "Registrar". The "Registrar" tab is selected. Under the "Registrar" tab, there are two main sections: "Graduation Support" with a link to "» Graduation Management" and "Maintenance" with a link to "» Program Maintenance".

- Only students expected to graduate for the graduation semester can be updated in Registrar: Graduation Management. Update students' expected graduation semesters if necessary in **S3 Degree Declaration**.
- When Registrar: Graduation Management is turned off for departments, you may view information but you may not update any information. Only the University Registrar's Office can make changes in S3: Registrar-Graduation Management at this point.

Finding Students in Registrar: Graduation Management

Departments or Associate Dean Offices may find their graduates based on the following criteria:

- Level: Primary Major, Additional Major(s) or Minor(s)
- College: Based on your S3 permissions and qualifiers
- Department: Based on your S3 permissions and qualifiers
- Major/Minor: All Major/Minor codes and translations
- Status: Potential, In Progress or Certified
- Expected Graduation Semester: This defaults to the current graduating semester.
- Degree: Bachelor, Master or Doctorate
- Honors: College and University (potential or assigned)

Graduation Management

LEVEL

EXPECTED GRAD SEMESTER

COLLEGE

DEGREE

DEPARTMENT

HONORS

MAJOR/MINOR

STATUS

Select the options to select the students you wish to see (your options will be limited by your S3 permissions and qualifiers), and click "Find." The results can display up to 500 matches depending upon your department headcount. This is a very powerful search yet inclusive to all majors and minors related to your department.

To limit or refine your matches, select more fields. For instance, if you select just your department and all statuses for the defaulted expected graduation semester, the result will be any primary, additional major or minor for your department.

Prospect Student Course Admission Registrar Campus Life Config

Graduation Management

LEVEL COLLEGE DEPARTMENT MAJOR/MINOR STATUS

EXPECTED GRAD SEMESTER DEGREE HONORS

Find Clear

10 matches found

	DEGREE STATUS	LAST NAME	FIRST NAME	MIDDLE NAME	EXP GRAD SEM	DEGREE	MAJOR	STATUS	UNIV HON	COL HON	DIPLOMA TRACKING		
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Al-Taie	Tariq		F13	BS	BAGENMAN	In Progress	<div><div></div><div></div><div></div></div>	No	No	FR	<div><div></div><div></div><div></div></div> Update
						Minor(s):	HIS	Certified					
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Fields	Jettie	B	F13	BA	GS	In Progress	<div><div></div><div></div><div></div></div>	No	No		Update
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Grauer	Kristen	A	F13	BA	GS	In Progress	<div><div></div><div></div><div></div></div>	Yes	No	HL	<div><div></div><div></div><div></div></div> Update
						Minor(s):	BA	In Progress					
						Minor(s):	HISPAN	In Progress					
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Held	Marcy	P	F13	BA	GS	In Progress	<div><div></div><div></div><div></div></div>	Yes	Yes	HL	<div><div></div><div></div><div></div></div> Update
						Minor(s):	PHOTO	Certified					
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Kittner	Ruth	A	F13	PHD	HIS	Certified	<div><div></div><div></div><div></div></div>	No	No		Update
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	Leach	Bryan	C	F13	BS	MEG	In Progress	<div><div></div><div></div><div></div></div>	No	No		Update
						Minor(s):	HIS	Potential					
<input type="checkbox"/>	<div><div></div><div></div><div></div></div>	McClory	Michelle	L	F13	BA	HIS	In Progress	<div><div></div><div></div><div></div></div>	No	No		Update

The screen allows you to sort on any field to view the results differently. To narrow this search, select level, for instance, to see only primary majors within your department.




Certifying Degrees/Additional Majors/Minors

Certification is the process by which departments indicate that a student has completed all necessary requirements to be awarded their degree or for completion of an additional major or minor. Students whose degrees are certified can receive diplomas as well as degree verifications and transcripts showing degree received.

IMPORTANT: A student's degree is not considered certified until **ALL** majors, additional majors, and/or minors under the degree are certified.

Certification Status

A primary major/additional major/minor can be in one of three statuses relative to certification:

- **Potential** — indicated by a red icon  this is the initial status of all degrees, additional majors, and minors. This means that the student is working toward the degree and may possibly graduate. Most likely, the students expected graduation date may move to a future date. Diplomas are never ordered for Potential degrees.
- **In Progress** — Indicated by a yellow icon  this means that a student has made sufficient progress toward the completion of their degree and that the department is fairly certain (~80% sure) that the student will be completed in time to graduate at the current expected graduation semester. Students expected to graduate in May will have their diplomas ordered if their degree is at least "In Progress." **May is the only time "In Progress" diplomas are ordered.**
- **Certified** — Indicated by a green icon  this means that the student has completed all degree requirements, including any additional majors or minors and the degree has been conferred. It will now display on official transcript and degree verification. **August and December diplomas are only ordered if the degree is "Certified."**

Status versus Overall Status

Each major, additional major, and minor under a degree must be certified **separately**, and a degree is not considered fully certified until **ALL** majors, additional majors, and/or minors are certified. Because of this, there are two kinds of status.

- Each major, additional major and minor has a regular **status**, which can be "Potential," "In Progress," or "Certified."
- The degree itself also has what is called an **overall status**:
 - The initial state for this status is "Potential."
 - Once the primary major has been set to "In Progress," overall status switches to "In Progress."
 - Overall Status will change to "Certified" **ONLY** when **all** majors and minors under the degree are "Certified." **Therefore, even if the primary major is "Certified," the degree's overall status can still be "In Progress."**


Multiple Degrees

Students who are pursuing multiple degrees will have a blue  appear before the degree.

	Davis	Paul	J	F13		BS Minor(s):	CS MUSTECH ENGSTU	In Progress Potential Certified		Yes	No	HL		Update
	Degtjar	Alexander		F13		MS	CS	Certified		No	No			Update
	Desai	Kunal	A	F13		BS Additional Major(s):	CS MSCM	In Progress Certified		No	No			Update

By clicking on the blue I circle, this will display the other degree along with the major, expected graduation semester and degree status that the student is pursuing.

In this example, this student is pursuing a Ph.D. in CS and expected to graduate in spring 2018.

	Beutel	Alexander	M	F13		M								
	Bunch	Alexander	M	F13		M								
<table><tr><th>OTHER DEGREE</th><th>MAJOR</th><th>EXP GRAD SEM</th><th>STATUS</th></tr><tr><td>PHD</td><td>CS</td><td>S18</td><td>Potential</td></tr></table>							OTHER DEGREE	MAJOR	EXP GRAD SEM	STATUS	PHD	CS	S18	Potential
OTHER DEGREE	MAJOR	EXP GRAD SEM	STATUS											
PHD	CS	S18	Potential											

- **IMPORTANT:** If the student still has more than one degree still Potential or In Progress, you **must** update the expected graduation semester in **S3 Degree Declaration** screen.

Audit Information

The additional blue I circles on this screen appearing after the status and diploma tracking fields will indicate the audit of whom and when updated either field. Degree certification information is audited.

MAJOR	UPDATED BY	UPDATED ON
CS	Thomas Cortina	22 Nov 2013
MINOR	UPDATED BY	UPDATED ON
ENGSTU	Kourtney Kissel	02 Mar 2011

UPDATED BY	UPDATED ON
GRATIAB	

Certifying in S3: Registrar – Graduation Management

Use the **Graduation Management Find screen** to search for a list of students in your department. By searching just on the department alone, the results will be inclusive including primary, additional major and minor degrees. In this example, the results will include the department of Computer Science all primary, additional majors and minors in alphabetical order.

Graduation Management

LEVEL

COLLEGE

DEPARTMENT

MAJOR/MINOR

STATUS

EXPECTED GRAD SEMESTER

DEGREE

HONORS

F13 - Fall 2013

CS - Computer Science

Potential; In Progress;

Find

Clear

62 matches found

	DEGREE STATUS	LAST NAME	FIRST NAME	MIDDLE NAME	EXP GRAD SEM	DEGREE	MAJOR	STATUS	UNIV HON	COL HON	DIPLOMA TRACKING	
<input type="checkbox"/>	<div></div>	Bachin	Anton	S	F13	MS	CS	Potential	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Bauer	Caroline	A	F13	BS	CS	In Progress	<div></div>	No	No	DY <div></div> <div>Update</div>
						Minor(s):	ENGSTU	Potential				
<input type="checkbox"/>	<div></div>	Beutel	Alexander	M	F13	<div></div> MS	CS	Certified	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Bunch	Alexander	M	F13	MS	CS	Certified	<div></div>	No	No	<div>Update</div>

Students can be updated either by **bulk application** or **individually**, depending on the user's comfort.

WARNING: Bulk update application can be very powerful, so please be sure to refine your searches appropriately

Bulk Update Option in Graduation Management

The bulk update option permits you to update following fields with the appropriate values.

- expected graduation semester
- primary major status
- additional major status
- minor status and;
- diploma tracking (for May).

- From your search, **checkmark** the students to be updated.

Graduation Management

LEVEL

COLLEGE

DEPARTMENT

MAJOR/MINOR

STATUS

EXPECTED GRAD SEMESTER

DEGREE

HONORS

F13 - Fall 2013

CS - Computer Science


Potential; In Progress;

Find

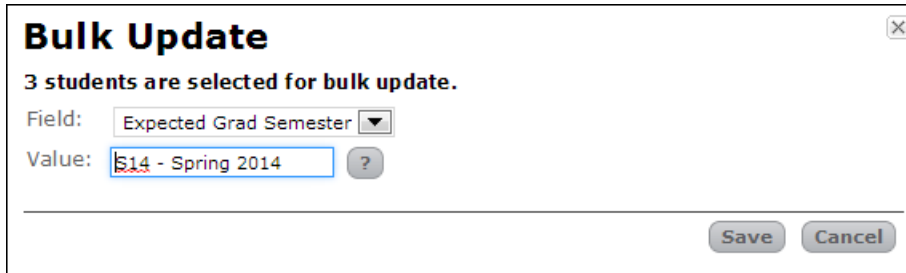
Clear

62 matches found

	DEGREE STATUS	LAST NAME	FIRST NAME	MIDDLE NAME	EXP GRAD SEM	DEGREE	MAJOR	STATUS	UNIV HON	COL HON	DIPLOMA TRACKING	
<input checked="" type="checkbox"/>	<div></div>	Bachin	Anton	S	F13	MS	CS	Potential	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Bauer	Caroline	A	F13	BS	CS	In Progress	<div></div>	No	No	DY <div></div> <div>Update</div>
						Minor(s):	ENGSTU	Potential				
<input type="checkbox"/>	<div></div>	Beutel	Alexander	M	F13	<div></div> MS	CS	Certified	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Bunch	Alexander	M	F13	MS	CS	Certified	<div></div>	No	No	<div>Update</div>
<input checked="" type="checkbox"/>	<div></div>	Byeon	Se Yeong		F13	BS	CS	Potential	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Chen	Chen		F13	MS	CS	Certified	<div></div>	No	No	<div>Update</div>
<input type="checkbox"/>	<div></div>	Chen	Sisi		F13	BS	CS	Potential	<div></div>	No	No	DY <div></div> <div>Update</div>
						Minor(s):	JAPAN	Certified				
<input checked="" type="checkbox"/>	<div></div>	Cheung	Man Wai Vicki		F13	MS	CS	Potential	<div></div>	No	No	<div>Update</div>

- Touch the gear in the upper right corner  and select **Bulk Update**
- A modal will appear requesting the user to select **one** field to update (**as listed above**) and to enter the value of that field to update for those selected students only.
- Choose Save. If in doubt, select cancel to close this update modal.

In this example, 3 students' will have their expected graduation semester changed to spring 2014.



Bulk Update

3 students are selected for bulk update.

Field: Expected Grad Semester

Value: F14 - Spring 2014

Save Cancel

When saved, the 3 students will disappear from the find list results because their expected graduation value changed.

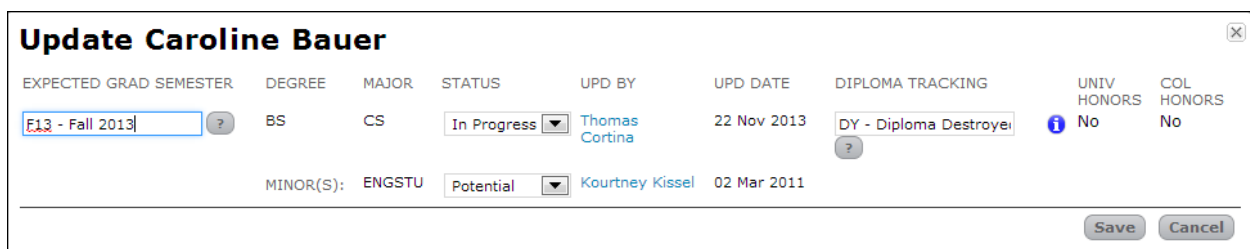
Individual Update Option in Graduation Management

Instead of using bulk update, you can select an individual student and choose update.

- Seek the student and choose **the update icon**  on the right hand side.

62 matches found											
<input type="checkbox"/>	DEGREE STATUS	LAST NAME	FIRST NAME	MIDDLE NAME	EXP GRAD SEM	DEGREE	MAJOR	STATUS	UNIV HON	COL HON	DIPLOMA TRACKING
<input type="checkbox"/>		Bachin	Anton	S	F13	MS	CS	Potential		No	No
<input type="checkbox"/>		Bauer	Caroline	A	F13	BS	CS	In Progress		No	No
						Minor(s):	ENGSTU	Potential			DY
<input type="checkbox"/>		Beutel	Alexander	M	F13	MS	CS	Certified		No	No

- A modal will appear allowing the user, if applicable and based on S3 permissions, to update the expected grad semester, degree status, additional major status, minor status, diploma tracking(for May only), university honors and college honors.



Update Caroline Bauer

EXPECTED GRAD SEMESTER: F13 - Fall 2013

DEGREE: BS

MAJOR: CS

STATUS: In Progress

UPD BY: Thomas Cortina

UPD DATE: 22 Nov 2013

DIPLOMA TRACKING: DY - Diploma Destroyer

UNIV HONORS: No

COL HONORS: No

MINOR(S): ENGSTU

Potential

Kourtney Kissel

02 Mar 2011

Save Cancel

- Click **Save**. The field(s) will be updated and displayed on the find screen results. Choosing Cancel will cancel your intent to update any data.

S3 Degree Certification Screen

Student degree information can be viewed and/or updated using the left hand side of S3 under **Degree: Degree Certification**. Find the student and select **Degree Certification**.

Degree Certification

Diploma Name

Name on Diploma: [i](#)

QPA Information

QPA Info for:

GROUP	CARRIED	PASSED	FACTOR	QUALITY POINTS	FINAL
Last Sem QPA (S11)	0.00	0.00	0.00	0.00	0.00
Cumulative QPA	0.00	0.00	0.00	0.00	0.00

Degree Information

► Master of Science in Electrical and Computer Engineering ☐

► Bachelor of Science in ☐

Commencement and Diploma Delivery Address

Attending Commencement? ☒ Yes ☐ No

The degree certification screen has **four** areas of information.

- Students can update the diploma name on SIO. Departments can view/ update the diploma name as well. By clicking on the blue **Name on Diploma** link, the chart of special characters and accents is revealed for cut/paste. Please use mixed case lettering for diploma names.

Diploma Name

Name on Diploma: [i](#)

Please Type Accurately. This is how your name will appear on your diploma and in the commencement program. Enter the student's name in mixed case.

[Instructions for incorporating special characters.](#)

Chart of Accents for International Names


Please refer to the Accent Chart below for the six most common accent marks.

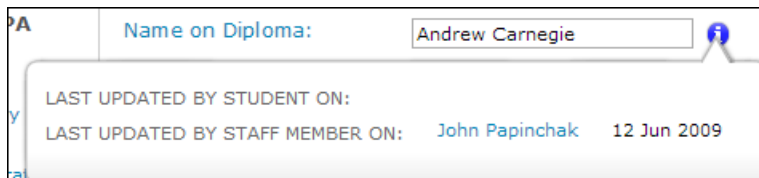
- Copy the character for the desired mark.
- Paste the copied character in the space for your name.

Desired Accent	Acute	Tilde	Umlaut	Grave	Cedilla	Circumflex	Other
Characters	á é í ó ú ý À É Í Ó Ú Ý	ã ñ õ Ã Ñ Õ	ä ë ï ö ü ÿ Ä È Ì Ö Ü	à è ì ò ù ÿ À È Ì Ò Ù	ç Ç ç ç	â ê î ô û Â Ê Î Ò Û	ø ø ß ÷ Å å Æ æ
Example	Renée	Juaquiñ	Däg	Josè	François	Mâlise	

Note: You may need to adjust the character set of your browser to see all of these characters.

You can reset this again to your original character set once you have updated your record on the previous page.

The blue  will also display who last updated the diploma name, whether it was made by the student or department.




Students may ask if their diploma name must match their visa or passports. The diploma name does not need to match the passport or visa. The diploma name is really up to the student's preference. We do not suggest nick names. For verification purposes, we will verify a student's enrollment and/or degree based on the name provided in SIO. If students are applying for h1b visa and are concerned about the diploma name – they should ask the employer what name they prefer.






- The degree certification screen provides qpa information that includes both the undergraduate and/or graduate qpa information. It also displays the last semester qpa calculation and cumulative qpa. Transfer and AP credits are calculated in this qpa.

QPA Information					
QPA Info for: Graduate					
GROUP	CARRIED	PASSED	FACTOR	QUALITY POINTS	FINAL
Last Sem QPA (S11)	0.00	0.00	0.00	0.00	0.00
Cumulative QPA	0.00	0.00	0.00	0.00	0.00

- Similar to graduation management, degree certification information is displayed in this panel. The expected graduation semester, primary degree status, any additional major or minor status and honors can be updated in this screen.

Additionally and unlike Graduation Management, updates are permitted for the thesis titles and Ph.D. Advisors. Thesis titles and Ph.D. advisors can be updated regardless of certification status and up until the last day of degree certification. The diploma prototype can be accessed on this screen as well. 

Don't forget to reveal the degree information by clicking on the right triangle! 

Degree Information			
▼ Master of Science in Electrical and Computer Engineering 			
HOME COLLEGE:	CIT - Carnegie Institute of Technology	UNIVERSITY HONORS:	No
HOME DEPARTMENT:	ECE - Electrical & Computer Engineering	COLLEGE HONORS:	No
MAJOR:	ECE - Electrical and Computer Engineering	MASTER THESIS TITLE:	<div></div>
EXPECTED GRAD SEMESTER:	S16 - Spring 2016 	ADVISOR(S):	
STATUS:	Potential 	DEGREE PROTOTYPE:	 PDF
ADDITIONAL MAJOR	STATUS	MINOR	STATUS
NONE		NONE	
<input type="button" value="Save"/> <input type="button" value="Reset"/>			
Diploma Tracking			
DIPLOMA TRACKING CODE	ENTRY DATE	<input type="button" value="Add"/>	
▶ Bachelor of Science in 			

- Students update the attending commencement and diploma address. Departments do have access to update this information as well. An address and phone number is very key for us to contact the student after graduation. For August and December, diplomas are mailed to the student. Sometimes we need to contact students if the provided address information is not deliverable. Personal email should be updated by the student and only by the student under SIO My Info page.

Commencement and Diploma Delivery Address	
Attending Commencement?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Managing/Flagging University and College Honors

There are **two** types of honors awarded to Carnegie Mellon graduates which are university honors and college honors.

The university does not award latin honors, such as cum laude. We also do not award distinction. Generally, the associate dean's office manages the flagging of both honors and the distribution of cords to students with such honors. Both university and college honors appear on the commencement program booklet that is published in May so it is important to make sure honors are set appropriately.

University Honors are awarded based on academic performance (typically those students who maintain a cumulative QPA of 3.5 or above) based on the 7th semester. All undergraduates and Tepper master's students can potentially receive University Honors. **University honors will display on a diploma.**

S3 will calculate and list the students for potential university honors based on fall final grades on the S3 graduation management page. However, S3 will not flag the university honors. The college associate dean's office generally reviews and flags these honors each semester before the certification date for August/December; and for May/upcoming August by the diploma deadline for diploma ordering; during the commencement program booklet proof deadline; and by the

May certification date. Honor flags can change up to the certification date. For instance, a student may be flagged but have a bad 8th semester that will take them off university honors. It is best practice to flag what is correct and unflag after the grading period ends if applicable.

Under S3 Registrar: Graduation Management page, the college can query on primary major, college, status, expected graduation date and potential university honors. There is a bulk update feature to flag students for university honors from the gear tool.

Graduation Management

LEVEL

Primary Major

EXPECTED GRAD SEMESTER

S25 - Spring 2025

COLLEGE

DC - Dietrich College of

DEGREE(S)

DEPARTMENT

HONORS

PotentialUniversity (QPA >=3.5)

MAJOR/MINOR

STATUS(ES)

Potential; In Progress; C

Find

Clear

Note: Any change of grade that recalculates the cumulative qpa could identify a student in this criteria. S3 will not notify of such change, so it's good practice to check these flags before deadline dates.

Students should be set as 'in progress' if they plan to graduate. Potential status generally means the student is less than likely to graduate this term. In some cases, if a student has a minor or additional major set as 'in progress', but the primary major is 'potential', the dean's office should reach out to the department to review the student.

Dean's offices can check their university honors flags by choosing Assigned University honors option on the S3 graduation management screen after flagging Yes for the university honors. It's good practice to check the number of records between potential university honors vs assigned university honors to be sure all students are accounted for.

College Honors are awarded at the college level only. Students may apply to the college usually for a senior thesis/research project that may include a course, although the criterion differs by college. Only undergraduates may receive college honors. [College honors do not display on diplomas](#), although they are included as footers on official transcripts and in the program booklet.

S3 will not flag the the potential college honors. The college associate dean's office reviews and flags college honors each semester before the certification date for August/December; and for May/upcoming August by the diploma deadline for diploma ordering; during the commencement program booklet proof deadline; and for the May certification date. **You can only set honors for a student in your college.**

S3 will recognize potential college honors and indicate potential college honors based on the following criteria:

CFA	Everyone is marked as potential college honors	Graduated with College of Fine Arts College Honors
CIT	Students with cumulative QPA >= 3.5 for that semester are marked as potential college honors	Carnegie Institute of Technology Research Honors
CMU/BxA/SHS	Everyone is marked as potential college honors	Graduated as Science and Humanities Scholar
CMU/BxA/BCA	Everyone is marked as potential college honors	Graduated with Bachelor of Computer Science and Arts Inter-
CMU/BxA/BESA	Everyone is marked as potential college honors	Graduated with Bachelor of Engineering Studies and Arts Inter-
CMU/BxA/BSA	Everyone is marked as potential college honors	Graduated with Bachelor of Science and Arts Inter-College Honors
CMU/BxA/BHA	Everyone is marked as potential college honors	Graduated with Bachelors of Humanities and Arts Inter-College
CMU/ISP	Manual	Graduated with Carnegie Mellon University Inter-College Honors.
CMU/QBA	Everyone is marked as potential college honors	Graduated with the David A. Tepper School of Business College Honors, Honors Thesis Title:
CMU/QBS	Everyone is marked as potential college honors	Mellon College of Science Research Honors
CMU/QCS	Everyone is marked as potential college honors	Graduated with the School of Computer Science College Honors, Honors Thesis Title:
CMU/QIS	Manual review/ assignment	Graduated with Dietrich College Honors, Honors Thesis Title:
DC	Students who have taken the course 66-502(any semester) are marked as potential college honors	Graduated with Dietrich College Honors, Honors Thesis Title:
DC/ECO	Everyone is marked as potential college honors	Graduated with Dietrich College Honors, Honors Thesis Title:
MCS	Students with cumulative QPA >= 3.2 for that semester are marked as potential college honors	Mellon College of Science Research Honors
SCS	Students who have taken the course 15-599(any semester) are marked as potential college honors	Graduated with the School of Computer Science College Honors, Honors Thesis Title:
TSB	Students who have taken the course 70-499(any semester) are marked as potential college honors	Graduated with the David A. Tepper School of Business College Honors, Honors Thesis Title:

Should this criteria change, please contact commence@andrew.cmu.edu.

College Honors Awarded to a Student NOT in your College

Students in some programs may be awarded college honors that is not just their home college. For example: A MCS college student applied for honors in SCS college and is taking their 15599 course. S3 Graduation Management cannot set, e.g., SCS honors for a MCS college student in this case. For dual-degree students whose "home" college is unclear, it is recommended that those colleges involved speak directly with each other to clarify which college is the home college.

For students who are awarded a college honor who is NOT in your college, send e-mail to commence@andrew.cmu.edu and include the student Andrew id, name, which college honors to award and thesis title (if applicable).

CAUTION for Multiple Degree Students receiving honors: For students who are receiving both a bachelor's and master's degree in the same department in the same semester, Graduation Management can sometimes set both degrees with University honors or college honors when only one is set. Please review for these cases and unflag the masters degree.

IMPORTANT: There is a specific bug in the Graduation Management screen which may cause honors not to be updated when searching with the "Potential" honors options. If you find that honors are not being updated, contact the University Registrar's Office. Be sure to check a few individual records (click on the student's name) to be sure honors are updated.

Departmental Honors

There are **no departmental honors** that appear on the diploma. However, some departments do assign honors. Departmental Honors must be manually added by the University Registrar's Office (commence@andrew.cmu.edu) upon request from the department.

- Department Research Honors (Chemistry)
- Foreign Language and Cultural Certificate (LCL dept)
- Humanities Scholar Program

Honors Cords

University Events coordinates and reminds colleges about honors-related deadlines, who to contact and information regarding ordering medallions (university honors) and cords (college honors). Colleges cover the cost of the medallions and cords effective 2025. It is suggested to order more than you need that can carry over to the next year. Colleges coordinate and distribute cords and medallions to the student's home department and/or students before the diploma ceremonies.

Process Timeline

The specific Commencement Timeline is located on the Graduation Management main page for your use, under the <http://www.cmu.edu/es/graduation/index.html>

The following is a general timeline for the certification/Commencement process:

1. Graduation Management and SIO: Graduation and Diploma are turned **OFF** for departments and students, respectively, after the certification deadline passes for the **previous** semester. The University Registrar's Office will review data for inconsistencies and move forward expected graduation dates for any students who have not been certified by the Graduation Management deadline.
2. After data cleanup, Graduation Management and SIO: Graduation and Diploma are turned **ON** for departments and students, respectively, for the **upcoming** semester. For May graduates, this happens in late January; for August

graduates, in June; and for December graduates, in September. An initial notification is sent out to departments at this point to begin reviewing data.

- a. From this point onward, departments can certify students for the upcoming semester.
- b. Regardless of when students are certified, their official graduation date will be the graduation date for that semester. For May, this is the date of Commencement; for August and December, it is the date of the final grades deadline (see the official Academic Calendar for these dates).
3. **IMPORTANT:** For May, departments must review expected graduates in Graduation Management and move students to a future semester if not graduating before the SEVIS (Homeland Security) and Title IV reporting deadline, usually in early February. This date will be communicated via the Commencement Timeline and the Department Calendar.
4. Starting the week after Registration week (early July for expected August graduates), the URO will send reminder notifications to expected graduates via e-mail, notifying them of steps they must take in order to ensure their diploma information is correct. A second reminder will also be sent out to departments at this time. Additional reminders will be sent several times to both students and departments in the following months.
5. After the certification deadline, Graduation Management and SIO: Graduation & Diploma will be turned back OFF, and the University Registrar's Office will again review data for inconsistencies, moving forward students who are still "In Progress" to the next expected graduation semester.

For May Commencement only:

6. The following items are applicable to May only, due to Commencement:
 - a. **Commencement Program Files:** In the first week of March, the online Commencement program files are turned ON for departments. Departments should be reviewing the daily web galley layouts, with the expectation that the data will be given to Communications Design in April for layout into the Commencement program, along with the Doctor's Hooding program. Please refer to the Graduation Management website for degrees offered and department head listings.
 - b. **University/College Honors Flag Deadline:** Seventh Semester College and University Honors candidates should be **identified and entered** into Graduation Management by the first week of **March 1** so that colleges can begin to send invitations to students and parents. **Colleges are responsible for making sure that the list of their honors students is accurate and kept up-to-date.** This information will be used for the Commencement program.
 - The University Registrar's Office will provide a dataset to dean's offices in early March in order to assist in the invitation process. After that date, any additional honors students will need to be reflected in Graduation Management and departments will need to create their own mailing labels.
 - **NOTE:** Each student and parent should receive ONE invite that indicates the following: 1) if the student is receiving University Honors; 2) if the student is receiving College Honors; 3) if the student is receiving College Honors from another college besides their home college and 4) details about the ceremony (time, location, etc.).
 - c. **Graduation Deadline:** By the **third Friday of March** (date may vary slightly), students who are expected to graduate for May **must** be set as at least "In Progress" and University honors (as applicable) **must** be set in Graduation Management. Students will also have until this date to review and make any changes to their diploma name.
 - d. **Diploma Order:** After the graduation deadline, Graduation Management and SIO: Graduation & Diploma are temporarily turned OFF so that diplomas can be ordered.
 - **Diplomas will NOT be ordered for any student whose OVERALL status is "Potential."**
 - **We CANNOT guarantee that any diplomas for degrees set as In Progress or updated after this point will be available for Commencement.**
 - e. **Cap & Gown Deadline:** The University Bookstore will communicate to students the deadline for ordering their regalia for the Commencement ceremony. The University Registrar's Office will also include this date in reminders to students.

- f. **Commencement Program Outload:** At the beginning of April, commencement data is out loaded and given to Communications Design, who uses it to produce the initial draft of the Commencement booklet.
- g. **Program Review:** After the out load and for the next three weeks, Graduation Management will be turned ON for departments so they can review the Commencement Program Files and make any necessary edits in Graduation Management. **The commencement program files are refreshed daily; changes made will be reflected on the next day.** See p. 13 for more details.
- h. **Online Proof Review Deadline:** Three weeks before Commencement, Graduation Management is turned OFF for departments once again so that Communications out load the commencement data.
 - **From this point onward, any changes must be tracked MANUALLY by departments.**
 - The University Registrar's Office and Communications Design will also review the proofs and review any layout changes.
- i. **Blank Case Order Deadline:** Departments can request blank diploma cases (for August/December graduates who wish to walk) until the deadline set by the URO (usually mid-April) by sending e-mail to commence@andrew.cmu.edu.
- j. **Diploma Delivery:** On the Monday two weeks prior to Commencement, the initial diploma order is delivered to the temporary URO Commencement rooms (Wean Hall 5400 corridor). Any diplomas for students with holds are identified and pulled.
- k. **Commencement Program Review:** Departments are able to view printed Commencement booklet proofs with Commencement Design for the two days just after diploma delivery.
- l. **Commencement Program Final Review Deadline:** On the day after the two days of departmental review, departments will be e-mailed the final proof by Communications Design. **It MUST be approved by Noon.**
 - **NO changes** will be accepted after this date.
 - Ph.D. candidate information will be pulled from this final proof for the Doctor's Hooding program.
- m. Graduation Management is turned back ON for departments on the following day. **All changes since the Online Proof Review Deadline** (which have been manually tracked) **must be entered into Graduation Management.**
- n. **Diploma Delivery:** From Wednesday through Friday of the week when diplomas arrive, diplomas (which have been sorted and processed by University Registrar's Office staff), as well as any previously-requested blank cases, are delivered by FMS to department locations, using the Department Contacts List from the Graduation Management Documents page. *Please e-mail commence@andrew.cmu.edu early if diplomas must be sent to an alternate location.*
 - **Diploma Tracking:** Departments must enter DT (Diploma in Dept) tracking codes (using either S3 Graduation Management or Degree Certification) for each diploma received. A guide to entering diploma tracking is included in the first box of diplomas, and can also be found at <https://www.cmu.edu/es/docs/diploma-tracking.pdf>.
- o. **Re-orders:** Any changes in Graduation Management after the March deadline will trigger re-orders, which will be delivered in batches to the University Registrar's Office Commencement rooms. These will be delivered to departments by URO staff on the Thursday/Friday before Commencement weekend.
 - **Diploma Tracking:** Departments must enter DT (Diploma in Dept) tracking codes for each re-order received. This may result in a degree having two DT codes, which shows us that two were ordered and delivered. See <https://www.cmu.edu/es/docs/diploma-tracking.pdf> for a guide to diploma tracking codes.
 - **Returning Diplomas:** When a re-order is delivered which is a replacement for a diploma already received, the URO staff must take back the original. Departments do not need to enter a tracking code to indicate that the incorrect diploma has been returned.
- p. **Hold Releases:** At the same time re-orders are delivered (Thursday/Friday before Commencement), diplomas for students with holds that have been released by Student Accounts/Student Life will be delivered to departments. Student Accounts will be working throughout the semester to resolve balances, so hold releases will come at various times, but they will be held until the Thursday before Commencement so they are delivered in one large group.

- **Diploma Tracking:** Departments must enter DT (Diploma in Dept) tracking codes for each hold release received. Tracking codes should not be entered for blank cases with letters, as they were not actually received. See <https://www.cmu.edu/es/docs/diploma-tracking.pdf> for a guide to diploma tracking codes.
- **Empty Cases:** For students whose holds were not resolved, departments will receive empty cases with letters inside letting the student know that they will not receive their diploma until the hold is resolved, along with information about how to do so. These empty cases do not need to be tracked, but should be returned after Commencement.
- **Students must have resolved their balances/Student Life obligations by 4:30pm on the Wednesday before Commencement, or their diploma will not be available at the Ceremony.** We will make attempts to deliver last-minute releases, but we will not make guarantees to students who do not make the deadline.
- q. **Graduating Student Final Grades Deadline:** 6:00 pm on the Thursday before Commencement.
- r. **Commencement Programs Delivered:** Friday before Commencement
- s. **Diploma Tracking Deadline:** Departments must enter DT (Diploma in Dept) tracking codes for each diploma received in Graduation Management by the **Friday before Commencement**. The URO will follow up with departments who have not tracked their diplomas in a timely manner.
- t. **College Honors (10:00 a.m.) and Doctor's Hooding (8:00 p.m.) ceremonies:** Saturday before Commencement
- u. **COMMENCEMENT:** see Academic Calendar for this date. Usually the third Sunday in May.
- v. **Certification Deadline:** After Commencement, departments will have **two weeks** to certify students in Graduation Management for May graduation. **After this deadline, Graduation Management will be shut OFF for departments and students must be certified via Graduation Certification Forms.**
- w. **Diploma Return Deadline:** Departments will also have two weeks after Commencement to return any diplomas not given at ceremonies, **along with all blank** cases, to the University Registrar's Office. Diplomas should be returned to the Wean Hall rooms, **along with a completed Diploma Return Form** (<https://www.cmu.edu/es/docs/diploma-return.pdf>) **for each diploma**.
 - **The Diploma Return Form will specify one of the following reasons for return:**
 - **Mail:** Student's degree is certified, but student was unable to attend Commencement or otherwise unable to receive diploma at the ceremony. The University Registrar's Office will mail the diploma to the indicated address. **Note: This is the only time students may elect HUB pick-up after graduation.**
 - **Re-Order:** Student's diploma contains an error or became damaged before it was received. The University Registrar's Office will re-order the diploma and mail it to the address indicated.
 - **Pending Certification:** Student is missing one or more requirements for graduation (may be pending transfer credits, incomplete projects, etc.). The University Registrar's Office will retain diploma until certified by department, at which point it will mail the diploma to the indicated address.
 - **Destroy:** Student will not be graduating for the current semester. Diploma will be destroyed.
 - **Departments may NOT retain any diplomas OR give out any diplomas after Commencement, for any reason.** They must ALL be returned.
- x. **Diploma Tracking:** Departments must enter tracking codes in S3 Graduation Management indicating **for each diploma** whether it was given at the ceremony or returned (using the appropriate tracking code for mail, re-order, pending, or destroy). This is in addition to the Diploma Return forms. Departments must enter tracking codes by the Certification Deadline. See <https://www.cmu.edu/es/docs/diploma-tracking.pdf> for a guide to diploma tracking codes.
- y. **Diploma Release Moratorium:** For the two weeks after Commencement, no diplomas will be mailed or made available for pick-up at The HUB. Mailing and pick-ups will begin after this time; **this however, is not a guaranteed date**, since we will have several hundred diplomas to process.

For August/December graduates only:

7. The following items apply specifically to **August and December** certification:

- a. **Degree Certification Deadline:** Departments will have until the **Friday before the first day of classes** for the following semester to certify students in Graduation Management. After this point, Graduation Management will be turned OFF for departments and all certification must be done via Graduation Certification forms.
- b. Students will have until the **first day of classes** for the following semester to **review SIO: Graduation & Diploma** and update their diploma name and delivery address.
 - Students are responsible for reviewing their information and providing a valid mailing address. **All August and December diplomas will be mailed. We will not order diplomas without valid mailing addresses.**
 - Students who are unsure of what their address will be in the next two months should put "Address unsure - contact ____@____.com" in the address, including their personal (non-CMU) e-mail address. If we do not hear from them within two months of the initial order, we will contact them for an address and order their diplomas once they provide one.
- c. Diplomas will be ordered the week following the certification deadline. **Only those degrees which are CERTIFIED (not "In Progress"), have a valid address, and have no holds will be ordered.**
- d. **Diploma Mailing:** August and December diplomas will be shipped to students directly from the printing vendor. An e-mail will be sent to students' Andrew e-mail accounts when their diplomas are shipped.
 - The printing process takes around 4 weeks, so August diplomas will be shipped in October and December diplomas in February. **Note:** Shipping to international addresses can take several weeks.
 - Diplomas for students with financial holds or who have not provided a valid mailing address will not be ordered until the hold is resolved or an address is provided.

Doctoral Students

The **Survey of Earned Doctorates** (SED) is an annual census conducted since 1957 of all individuals receiving a research doctorate from an accredited U.S. institution in a given academic year. Results are used to assess characteristics of the doctoral population and trends in doctoral education and degrees. Students need to fill out this information after being certified.

- [Survey of Earned Doctorates \(SED\)- Doctoral Students Only](#)

<https://sed-ncses.org/>

Thesis titles and advisors are **required** for doctoral students.

Commencement Program Review and Production (May Commencement Only)

Academic departments should review the online galley program proof available through Graduation Management. Please refer to the timeline for pertinent dates. **ALL changes to student data should be made on Graduation Management.** As you make changes on Graduation Management, the data will change and produce new files overnight. In early April, we will out load and send the galley files to Communications Design to produce the printed program. ONE paper proof will be provided, after that, departments will be emailed a FINAL proof. **During the time that Graduation Management is turned OFF, you must track your changes and input those changes to Graduation Management to ensure that each student's records are accurate.**

For all degree candidates, please carefully check the following information for accuracy:

- Candidate Name (check for typos, correct spelling, upper and lower case, preferred diploma name, etc.)
- Type of degree (BS, BA, BHA, MS, PhD, etc.)
- College Name (this is particularly important for candidates from joint degree programs)

- Department Name (play close attention to include any department or program name changes which have taken place in the last year, or to reflect interdisciplinary programs)
- Major Name (Physics, Physics and English, Human-Computer Interaction, etc.)
- Additional Major(s), if appropriate
- Minor(s), if appropriate
- Thesis title, if appropriate (do not use quotes around entire title)
- Advisor's name(s), if appropriate (do not list titles before or after name and if multiple advisors, please list alphabetically)

IMPORTANT: The Commencement Program lists all expected May graduates, as well as expected (upcoming) August graduates and previous-year August and December graduates. The Commencement Program Files will mark previous-year graduates with asterisks (* for August and ** for December), but both expected May and upcoming August graduates will have no asterisks, since they are both present/future.

Late/Retroactive Degree Certification

If a student cannot be certified by the Graduation Management deadline, certification must be done via a Graduation Certification form. This also applies to late adding of honors.

There are three separate certification forms, depending on the degree level — Bachelor's, Master's, or Doctoral.

These forms can all be downloaded as a single PDF from the Graduation Management Documents page. These forms should be used if a student must be certified when Graduation Management is not available to departments.

Late Certification Timeframe Guidelines

In general, **all graduates should be certified before the Graduation Management deadline** for their respective semesters. It is sometimes not possible to submit the certification by the deadline (due to missing signatures, late submitted missing grades or grade changes, expected transfer credits, etc.) so departments can use the Graduation Certification forms to certify student after the deadline.

However, there are guidelines as to when it is appropriate to certify a student late and when the student should be moved forward to the next expected graduation semester:

A student may be certified late before the start of the next semester if:

- The student completed all requirements for graduation prior to the deadline, but there are still signatures pending.
- The student was awaiting transfer credits or a missing/change of grade to have all requirements fulfilled.
- There was a departmental error or oversight through which the student was not certified in S3 Graduation Management by the deadline.

A student should be moved forward to a future semester if:

- The student still has one or more courses to complete or other graduation requirements not met by the Graduation Management deadline. This can include incomplete grades or thesis defense for doctoral students
- The student is not working toward any further degrees but is registered for courses in the upcoming semester. This includes thesis defense courses.
- A doctoral student has defended their thesis but still has revisions to submit for approval.

All late certifications are reviewed by the University Registrar's Office and must be signed by the University Registrar prior to certification.

Frequently Asked Questions

Graduation Management

Q. A student who has a CERTIFIED minor, but POTENTIAL major shows his overall status as IN PROGRESS (yellow). Why?

A. A student's overall status does not change to CERTIFIED (green) unless ALL of their major, additional major(s) and minor(s) are changed to CERTIFIED. IF one of the additional major(s) or minor(s) is changed to IN PROGRESS or CERTIFIED, the overall status will change to IN PROGRESS (yellow); even though the major has not changed.

Q. What's the difference between "Potential" and "In Progress"?

A. "Potential" means that a student is eligible to graduate due to their expected graduation date but may be less than likely to graduate. However, "In Progress" is a field designed to allow departments to mark a student that they've looked at the student initially and will probably graduate on their expected graduation date (80%). Setting the status to 'in progress' lets the university understand expected diploma orders.

Q. I have a student who is showing up who is not enrolled for spring. Yet, the expected graduation date shows as Syy (and/or the student is missing their major). How do I update this?

A. Check the **S3 Academic Records** screen under **History** to find LAST semester that the student was enrolled. Then use **S3 Degree Declaration** to update the student's expected graduation date. You can set the graduation date to a future semester, or delete the degree (if you don't expect the student to return).

Q. I want to make sure that the University Registrar's Office has my student listed as receiving two degrees (or receiving a Master's on their way to a Ph.D.) and that they will receive diplomas reflecting both degrees.

A. For students receiving a second degree that does not currently show on Graduation Management/S3 Degree Declaration, or for a student receiving a Master's degree while they are coded in S3 Degree Declaration for a Ph.D.:

Be sure that the degree is entered in S3 Degree Declaration and set as "In Progress" in Graduation Management. This will result in the student having a diploma printed for that degree.

Q. Do changes on S3 Degree Declaration affect Graduation Management?

A. S3 Degree Declaration reflects data in the Student Information System (SIS), as does Graduation Management. When you change data in S3 Degree Declaration, It is reflected in real-time via Graduation Management (as long as you then refresh/reload your browser screen).

Q. On which system should they be entering the advisor's names?

A. Doctoral advisor's names must be entered in S3 Degree Certification in the appropriate free-form text box below the doctoral thesis title. Titles (Mr., Mrs., etc.) should not be entered. If there are multiple advisors, please list them alphabetically.

Commencement Program

Q. How will they remove someone who is not graduating as we get near print deadline?

A. Students who are not graduating should have their expected graduation date changed to the next future semester (i.e. from Syy to Fyy or Myy, as appropriate for that student). This change should be made on either Graduation Management or S3 Degree Declaration or S3 Degree Certification.

A student, who is not receiving an additional major and/or minor BUT is graduating with their primary major on time, should have the additional major(s) and/or minor(s) deleted via S3 Degree Declaration.

Q. Should upcoming August graduates who intend to walk in the May ceremony be listed on the Commencement page, because they are walking? If not, how do we make sure they are in the Commencement program etc.?

A. Bachelor and master candidates can be listed with an expected graduation date for the upcoming August (Myy) and with a status as 'In Progress'. Upcoming August (Myy) bachelor and master students will also receive May ceremony information but will NOT be certified or receive a diploma until August graduation date. **Note: For doctoral degree candidates:** Doctoral students with an expected graduation date for the upcoming August (Myy) should not be included in the commencement program. Doctoral degree candidates will be invited to participate in next year Commencement activities once they are certified for their degree.

Q. How do I know that the changes I make actually are made on the list of information which is sent to Communications Design for copy changes if I only see one layout?

A. The online Commencement Program Files are updated every day. As you make changes on Graduation Management and related S3 screens, the data will change and produce new files overnight. The same files that will be snapshot and sent to Communications Design in early April to produce the printed version are the SAME files used to produce the daily electronic galley. Communications Design can also see the daily electronic galley in order to compare to their printed version. Track your changes after the early April deadline AND update those changes on Graduation Management for consistency.

Q. How will I be able to make or communicate layout changes, based on corrections that need to be made when I print out the galley from Graduation Management? Can layout changes be communicated on Graduation Management or S3 Degree Declaration? If not, how do I communicate this?

A. You will make ALL of your changes via Graduation Management at the student level. After Graduation Management is turned off before Commencement, communicate changes to commence@andrew.cmu.edu, and we will communicate them to Communications Design. You must also track these changes for final proof review and for updating Graduation Management after it is turned back on for departments.

Q. As a department coordinator, I feel very strongly that I would like to see a printed galley before the program goes to print.

A. We have built in a printed galley review before print, but please keep in mind that you should be looking at the online galley regularly and making the necessary changes. Changes should be reviewed and entered as an ongoing process throughout April. If you see any problems with the printed galley, you still should make your changes in Graduation Management. These changes are communicated automatically to Communications Design.

Q. If I have a question regarding layout, whom do I contact?

A. You must still make your changes in Graduation Management so that they can be sent electronically to Communications Design. All questions and layout concerns should be addressed to Communications Design.

General

Q. Where do students look for information about caps and gowns?

A. They should check out the site: www.cmu.edu/commencement for more information about the ceremony, caps/gowns, etc.

Q. One of my students will not graduate until the upcoming Fall semester, but wants to walk with their classmates in the Commencement ceremony prior. Is this allowed?

A. Undergraduate students expected to graduate in December must receive approval from their home dean's office to walk in the Commencement ceremony prior. They must then be temporarily switched to upcoming August graduation so their names are pulled into the Commencement program and switched back after Commencement.