Have You Checked Your Diploma Information?

December 2019 graduates have until Monday, January 13, 2020 to check and update diploma information within their SIO Graduation and Diploma screen.

**Diploma Information**

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 alert you that your diploma will be held until the balance is resolved.

**Degree Information**

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

You can see how your diploma will look by checking out the prototype.

*Note: The prototype is not an official document and may not be used as proof of your degree.*

**Commencement Ceremony Attendance**

You may indicate here whether you plan on attending Commencement in May. This is not an official sign-up, but a way for us to estimate expected attendance.

**Diploma Delivery**

December diplomas are shipped in mid-February. Be sure to update your mailing address in SIO. If this changes after the January 13 deadline, please contact uro-diplomas@andrew.cmu.edu.

*Important: This mailing address is separate from your permanent address on the My Info tab. Updating one does not update the other.*
Other Items to Handle Before Graduation:

**Missing Grades/Transfer Credit**

Review your unofficial academic record in SIO under the Academic Info tab to make sure there are no missing grades or missing transfer credit that may prevent you from graduating on time. If you have any missing final grades, 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. We will distribute the official transcript to your department for approval; make sure your department knows to expect the transcript.

**Student Account**

Check your Student Account information under the Finances tab in SIO to ensure you will not have a balance due. Any balance due as of Monday, January 13, 2020, will cause your diploma to be withheld. Additionally, you will not be able to order transcripts or verification letters until the balance is paid in full.

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

Questions related to your student account may be directed to thehub@andrew.cmu.edu.

**Update Contact Information**

Please make sure your contact information (permanent address, personal email, cell phone number, etc.) are correct in 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.

**Federal Loan Exit Counseling**

If you borrowed federal loans, you must complete your exit counseling session(s). You will receive email notification asking your to complete your counseling.