Have You Checked Your Diploma Information?

May 2019 graduates have until Friday, March 22 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.

![Diploma Information Screen](image)

**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.*

![Degree Information Screen](image)

**Commencement Ceremony Attendance**

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

![Commencement Ceremony Attendance Screen](image)

**Diploma Delivery**

If you are unable to attend Commencement, we will mail your diploma (in June) to this address. If this changes after the March 22 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.*

![Diploma Delivery Screen](image)
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 Wednesday, May 15, 2019, 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.*

**Federal Loan Exit Counseling**

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

**Grad Fair and Commencement Regalia**

All 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 and gown).

Visit [www.cmu.edu/commencement/graduates](http://www.cmu.edu/commencement/graduates) for more information.

**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.

**Registration for the Upcoming Semester**

If you are continuing studies at CMU, we ask that you register for classes for the upcoming semester during Registration Week so we know you will be returning. This will ensure that any future tuition charges do not affect the receipt of your diploma. If you are not continuing studies at CMU, do not register for classes. This will ensure your enrollment status is changed to “Pending Graduate,” which will drop future tuition charges from your student account.

Carnegie Mellon University
University Registrar’s Office