

## GRADUATION FAQs (Frequently Asked Questions)

If I have questions about graduation and I do not find the answers here, whom should I contact?

### **Student Records & Financial Services Center**

Bagen Hall Room 106

Hours: M-F 8am – 5pm

Phone: 1.716.888.2600

Toll Free: 1.800.278.9833

E-mail: [studentservices@canisius.edu](mailto:studentservices@canisius.edu)

**What are the deadlines for submitting my Application for Graduation? When will my diploma be available?**

#### Degree Requirements Completed in **May**:

Application due: **December 1**

Diploma available: **At May commencement**

#### Degree Requirements Completed in **August**:

Application due: **August 1**

Diploma available: **Approx. August 31**

#### Degree Requirements Completed in **December**:

Application due: **December 1**

Diploma available: **Approx. February 1**

### **SPECIAL INFORMATION FOR STUDENTS IN THE CLASSES OF 2020 AND 2021 PARTICIPATING IN MAY 2021 GRADUATION ACTIVITIES:**

**I am not ready to graduate. Why am I seeing information about graduation?**

You are seeing this information because you have earned 15 or more credit hours towards your degree program. If you are not ready to graduate, simply ignore the messaging until you are close to completing your degree.

**I am completing my degree but am not planning to participate in any graduation activities. Do I still need to complete the Application for Graduation?**

Yes, you need to complete the application so that we can prepare a diploma for you and post your degree to your student record.

**I am completing my degree requirements in May but I missed the deadline for submitting my Application for Graduation. What should I do?**

Please submit your application on-line as soon as possible. If you have questions or concerns, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail [studentservices@canisius.edu](mailto:studentservices@canisius.edu). **IMPORTANT NOTE:** if you have not submitted an application for

graduation, you will not see the messages others are seeing with instructions about steps for graduation. In addition, if you submit your application after April 30, we will not be able to include you in the virtual commencement ceremony.

**I am in an Advanced Certificate program. Do I need to submit an Application for Graduation?**

Yes, even though you are not earning a degree and do not participate in graduation activities, you must submit an Application for Graduation in order to have your certificate posted to your student record and for Canisius to endorse you to the New York State Department of Education for certification in your subject area.

**Will I receive information in the mail or by e-mail regarding graduation?**

No, we do not contact students individually. All communication about degree conferral, diplomas and graduation is handled through MyCanisius. Please log in regularly for important information about next steps.

**Will there be commencement ceremonies in May 2021?**

Based on the latest guidance from New York State pertaining to public gatherings (and understanding that the picture is continually evolving), as of this date, Canisius can host gatherings of 100 people indoors.

**Canisius is planning to host commencement as a hybrid event, to include a fully-virtual commencement ceremony and multiple in-person “Graduation Walk” ceremonies for the graduates of 2020 and 2021.**

For the virtual component, we will produce an event that truly honors the mission and traditions of Canisius, and of course, appropriately celebrates the outstanding accomplishments of our graduates and honorees. This includes commencement and student speakers, conferral of honorary degrees and awards, and formal degree conferral. It will also include a photo tribute to each graduate. Canisius will release the virtual graduate degree ceremonies on May 26, 2021 and the virtual undergraduate ceremonies on May 29, 2021.

We will also offer our master’s and bachelor’s degree recipients the opportunity to cross the commencement stage in smaller “Graduation Walk” ceremonies in the company of their classmates. Again, the size of allowable gatherings is governed by New York State law, and unfortunately, we will not be able to permit families and guests to attend the events. The live “Graduation Walk” events will be streamed on the college’s website and professional photos will be made available.

**Where do I find information about accessing the May 2021 virtual commencement ceremony?**

You will receive a link by email when the ceremony is available for viewing. The link will also be available on the Canisius commencement website at: <http://www.canisius.edu/commencement/>. Note that you will be contacted ahead of time to provide a photo to be used in the virtual commencement ceremony. You will receive more information and further communication as the date for the virtual commencement ceremony approaches.

**How do I sign up to attend a “Graduation Walk” ceremony in May 2021? What does “checking out for graduation” mean?**

“Checking out” is how you tell us that you would like to attend a “Graduation Walk” ceremony. A link to register is available on the “Diploma and Graduation” page in MyCanisius. If you do not check out for the “Graduation Walk” ceremony we will assume you are not coming and we will not reserve a seat for you at the ceremony or include you in the reading list.

**I finished my degree requirements in August 2020 or December 2020. Am I eligible to participate in the May 2021 commencement activities?**

Absolutely. You will be included in the virtual commencement ceremony and are also invited to participate in a “Graduation Walk” ceremony.

**I will not be finished with my degree requirements by May. Can I still participate in graduation activities with the rest of my class?**

If you will complete your remaining requirements in either the summer semester or the fall semester after the May ceremony, then you are eligible to participate in graduation activities with your class. You should submit an Application for Graduation and indicate the semester in which you plan to complete your degree requirements, NOT the semester of the graduation activities.

**When I submitted my Application for Graduation, I indicated that I would finish my requirements in May. Now I will be completing my requirements over the summer. What should I do? Can I still participate in graduation activities with my class?**

Please call the Student Records & Financial Services Center at 716.888.2600 or e-mail us at [studentservices@canisius.edu](mailto:studentservices@canisius.edu) so that we can adjust your record. You may still participate in graduation activities with your class. However, you will not receive your diploma nor will your degree be conferred until you finish all your degree requirements.

**When I submitted my Application for Graduation, I indicated that I would finish my requirements in May. Now I will be completing my requirements in the fall. What should I do? Can I still participate in graduation activities with my class?**

Please call the Student Records & Financial Services Center at 716.888.2600 or e-mail us at [studentservices@canisius.edu](mailto:studentservices@canisius.edu) so that we can adjust your record. You may still participate in graduation activities with your class. However, you will not receive your diploma nor will your degree be conferred until you finish all your degree requirements.

**When will I get my diploma?**

The Class of 2020 has already received their diplomas. Diplomas for the Class of 2021 will be available beginning Tuesday, June 1 in the Student Records & Financial Services Center, Bagen Hall Room 106. You may either come to our office to pick up your diploma (please bring picture ID) or you may call 716.888.2600 after that date and request that it be mailed. We will mail diplomas to students who did not pick them up or call us to request mailing beginning Monday, June 14. If you need to update your

address, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail us at [studentservices@canisius.edu](mailto:studentservices@canisius.edu).

**I will finish my degree requirements in May but I am not planning to participate in graduation activities. How and when will I get my diploma?**

Diplomas will be available beginning Tuesday, June 1 in the Student Records & Financial Services Center, Bagen Hall Room 106. You may either come to our office to pick up your diploma (please bring picture ID) or you may call 716.888.2600 after that date and request that it be mailed. We will mail diplomas to students who did not pick them up or call us to request mailing beginning Monday, June 14. If you need to update your address, please call the Student Records & Financial Services Center at 716.888.2600 or e-mail us at [studentservices@canisius.edu](mailto:studentservices@canisius.edu).

**How do I order my cap and gown?**

Instructions and a link are provided on the “Diploma and Graduation” page in MyCanisius.

**Is there a charge for my cap and gown?**

No, there is no charge for your cap and gown. The cost is covered by your student fees.

**I ordered my cap and gown online. What do I need to take with me to the bookstore when I pick them up?**

You will need the voucher from Josten’s and the registrar’s form. If you do not have the registrar’s form, the bookstore will not give you your cap and gown.

**How do I get the registrar’s form needed to pick up my cap and gown?**

If you were not able to print out your registrar’s form at the end of the checkout process, or if you need a replacement form, please contact the Student Records & Financial Services Center at 716.888.2600 or [studentservices@canisius.edu](mailto:studentservices@canisius.edu) to have the form sent to you.

**I ordered my cap and gown online but I will not be on campus in the spring semester to pick them up. Can they be mailed to me?**

Yes, however you must pay the shipping costs (there is no charge for the cap and gown itself). To make arrangements to have your cap and gown mailed to you, please call the bookstore at 716.888.2335. You will need to provide the registrar’s form to the bookstore before they will ship your cap and gown. If you were not able to print out the registrar’s form at the end of the checkout process, or if you need a replacement form, please contact the Student Records & Financial Services Center at 716.888.2600 or [studentservices@canisius.edu](mailto:studentservices@canisius.edu) to have the form sent to you.

**Can I get a cap and gown even if I do not plan to participate in graduation activities?**

Yes. However, in order to get the registrar’s form that you need to take (or send) to the bookstore, you will need to “check out” for graduation following the instructions provided on the “Diploma and

Graduation” page in MyCanisius. You will indicate that you do not plan to participate in graduation activities.

**I missed the deadline to order my cap and gown online. What should I do?**

If you did not pre-order your cap and gown, that’s all right – the bookstore always orders extra quantities. Beginning May 17, you can either pick up your cap and gown from the bookstore or call the bookstore at 716.888.2335 to arrange to have your cap and gown shipped to you (there is no charge for the cap and gown itself but you must pay for the shipping). In both instances you will need the registrar’s form you printed out when you checked out for graduation. If you did not print out your form or if you need a replacement form, please contact the Student Records & Financial Services Center at 716.888.2600 or [studentservices@canisius.edu](mailto:studentservices@canisius.edu) to have the form sent to you.

**I already ordered my cap and gown online. Why am I still seeing the cap and gown ordering information?**

Because you ordered your cap and gown from an external website, we do not know about your order. If you have already ordered your cap and gown, just ignore the message.

**How do I know where to be when for my “Graduation Walk” ceremony?**

After you check out for graduation, you will be able to view or print a document with detailed information on where to be when for the “Graduation Walk” ceremony; this document will be updated as we get closer to the date of the graduation activities. General information about days and times for the May ceremonies can be found at <http://www.canisius.edu/commencement/>

**GENERAL INFORMATION:**

**Do I have to wait until my GriffAudit indicates that all requirements have been completed before I can submit my Application for Graduation?**

No. However, if there are problems with your GriffAudit, those will need to be resolved before your degree can be conferred. Please contact your program director about your GriffAudit issues.

**I have a hold on my account. Can I still submit my Application for Graduation?**

Yes, you can submit an Application for Graduation. However, you may not be able to receive your diploma and you will not be able to obtain a Canisius transcript evidencing completion of your degree until your hold is cleared. For more information, please contact the Student Records & Financial Services Center at 716.888.2600 or 800.278.9833 or [studentservices@canisius.edu](mailto:studentservices@canisius.edu)

**I have already completed the Cap & Gown Survey. Why am I still seeing the message about completing the survey?**

Because the Cap & Gown Survey is completed outside of MyCanisius, we do not know whether or not you have completed this step. If you have already responded to the survey, just ignore the message. For students in the Class of 2020, you may respond to the survey even if you responded last year.