

May 2016 Graduation Information

Online Graduation Applications

- Applications will be available via MIX/Portal after January 19, 2016.
- The final deadline for students to apply to graduate is March 4, 2016.
- If a student is denied due to error in their curriculum, it is the **student's responsibility** to work with their advisor or coordinator to fix the issue and reapply. This is also why it is important to apply in advance of the deadline.
- If a student is a "Dual Degree," or a "Degree + Certificate" an application must be submitted for each sought.
- Students seeking a certificate will also apply online to graduate.
- Students must apply to graduate during the semester they intend to graduate, graduation is not automatic.
- Prior to submitting their application, students should ensure that all information is correct (major, minor, AoE, etc.)
- Students should contact their **advisor or graduation coordinator** if they have any questions or need to make changes to their curriculum.
- If a student needs to make a change to their name or address after submitting their application, they must *e-mail* Registrar@mail.wvu.edu by the end of the semester.

Honors

- Latin Honors will include all transfer work. Please refer to the catalog for awarding Latin Honors.
- The Commencement Program will have honors printed from the penultimate semester.
- Final honors will be added to records and transcripts after grades for the Spring 2016 semester are posted.

Degree Conferral

- Degrees will be posted to records by the end of May.
- Students should ensure their degree has been posted prior to ordering an official transcript.
- Colleges & Departments should not provide letters verifying graduation or completed requirements for graduation. If a student needs a "pending" graduation letter they should e-mail registrar@mail.wvu.edu.
 - Pending letters may be issued from the Registrar's office only after a student has applied to graduate.
 - Pending letters cannot be issued for future terms.
 - Pending letters will only state that the student is pending for graduation.

Diplomas

- Diplomas will be mailed out mid-late June.
- All financial holds need to be taken care of prior to diploma being released.
- Diploma covers will be distributed to those students present at the ceremony.
- Questions regarding the Graduation Ceremony should be directed to University Events.
- Students cannot change the address for their diploma at the ceremony. As mentioned above, they must send an email to registrar@mail.wvu.edu before the end of the semester.