

The Office of Student Service Presents: Getting to Graduation

Process

1. Apply to Graduate via CUNYFirst
2. Conduct a Degree Audit
3. RSVP for Graduation Ceremonies

Public Service Announcement

Check you MyHunter email address for time-sensitive information. You may not graduate on time if you fail to respond to requests or respond late.

Apply to Graduate

POPQUIZ: *In which semester will you complete all of your coursework? Spring, Summer or Fall?*

Missing these deadlines will delay your graduation process.

SPRING: Apply to Graduate between October 16th and February 15th

SUMMER: Apply to Graduate between February 16th and June 15th

FALL: Apply to Graduate between June 16th and October 15th

INSTRUCTIONS:

1. Log into CUNYFirst
2. Click on Academics in the Student Center
3. Click on Apply to Graduate in the dropdown menu

Applying to Graduate puts you one step closer to receiving your MSW Degree.

POPQUIZ: *What happens if you miss the deadline to Apply to Graduate?*

- You have to wait until the next Apply to Graduate cycle.
- You have to pay a Maintenance of Matriculation fee (MAM Fee).
- Your degree is conferred a semester later than you expected.
- All of the above.

Answer: All of the above. And the in-state MAM Fee is \$220!

Conduct a Degree Audit with an Academic Advisor

A Degree Audit is the process of reviewing your transcript to confirm that you meet all requirements for degree conferral. *Bring your unofficial transcript to the meeting!*

Yes. It is REQUIRED.

POPQUIZ: When is the best time to do your Degree Audit?

- Right before Graduation Ceremonies
- Shortly after I Apply to Graduate
- Halfway through my final semester at Silberman.

Answer: Shortly after I Apply to Graduate. You don't want to find out close to graduation that you are missing required courses.

RSVP for Both Graduation Ceremonies

You will be invited to participate in Silberman's Recognition Ceremony and Hunter College's Commencement.

Silberman Recognition Ceremony: About a month before the Silberman Recognition Ceremony, you will receive an email from Leslie Casanova with your invitation and ticket information. *Check your MyHunter email. Don't miss the deadline to RSVP.*

Hunter College Commencement: About a month before the Hunter College Commencement, you will receive multiple emails from 68th Street with your invitation, attendance, guest ticket information, etc. *Check your MyHunter email and respond to all relevant emails by the deadlines!*

You can participate in Spring Graduation Ceremonies even if you complete ALL of your coursework in the summer. Just remember to **Apply to Graduate** during the correct timeframe.

POPQUIZ: If you complete all of your coursework in the Summer, when should you apply to graduate?

- October 16-February 15
- February 16- June 15
- June 16 – October 15

Answer: February 16-June 15 If you answered incorrectly, review the Apply to Graduate section.

Participation in ceremonies does not equal Graduation. You must still Apply to Graduate and complete your Degree Audit to receive your MSW Degree.

Final Requirements

1. Complete the Mandated Reporter Training and Submit the certificate to Ms. Lina Briscese.
2. Watch the Licensure Central Mandated Podcast.
3. Complete the Financial Aid Exit Interview (if you received financial aid).
4. Submit your signed Field of Practice Completion Form (if you declared an FOP).

Questions

About Graduation Requirements?

Visit an Academic Advisor in 316 A or B.

About Graduation Ceremonies?

Email Leslie.Casanova@hunter.cuny.edu

Visit these Links

[Mandated Reporter Training](#)

[Licensure Central Mandated Podcast](#)

[Field of Practice Completion Form](#)

[Silberman Graduation Checklist](#)

[Hunter College Commencement](#)