Preparing to Graduate

Version 10

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Step 1: Submit Your Graduation Application

You may apply to graduate once you're enrolled in your final program requirements.

1. Log in to Student Home

2. Select "Academic Records."

3. Select "Graduation Related."

4. Go to "Graduation Application."

Please submit a Graduation Application by the following deadlines.

- **December 15** for Fall term program completion

- **April 15** for Winter term program completion

- **August 15** for Summer term program completion

Step 2: Verify Your Name In the Student Home

It is your responsibility to ensure your personal student information is correct and up to date.

Your full legal name, as shown on Student Home, is what is used on official Seneca documents, such as transcripts and diplomas. Please ensure we have your correct legal name as this is what will appear on your diploma. In addition to spelling, please verify that capitalization, spacing and punctuation are also correct.

On your Student Home, select the "Profile" tile and refer to the diploma name that appears under "Personal Details." This is the name that will be printed on your diploma. If you'd like to make changes/additions/deletions to your name (including middle names), submit a Name Change form with the required documentation to the Registrar's Office before:

- **January 15** for Fall term program completion

- **May 15** for Winter term program completion
- **September 15** for Summer term program completion

Step 3: Verify your Email and Mailing Addresses

Verify your email and mailing addresses are up-to-date by:

- **January 15** for Fall term program completion
- **May 15** for Winter term program completion
- **September 15** for Summer term program completion

Graduation and credential information is sent via email to your Seneca email account. If you're not using your student email account, change your preferred email on your Student Home to ensure you receive timely updates.

Step 4: Verify Your Graduation Status

If you have submitted a Graduation Application, you can check your graduation status from your Student Home by clicking on Other Academics from the drop down menu and by selecting Graduation. You will see one of the following statuses:

- **Expected:** You have submitted a Graduation Application or you have been identified as being a potential grad based on your current enrolments.
- **Pending:** Your record will be reviewed to determine your eligibility for graduation once all final grades have been submitted.
- **Graduated:** Congratulations – you have met all your program requirements!
- **Not Met:** After a review of final grades it was determined that you did not meet the program requirements for graduation at this time.

If you have any questions and/or concerns about your graduation status, please contact your Registration Adviser or email theservicehub@senecacollege.ca.

Step 5: Pay Outstanding Fees

Your diploma and official final transcript may be withheld if outstanding fees are not paid by:

- **January 15** for Fall term program completion
- **May 15** for Winter term program completion
- **September 15** for Summer term program completion

You can check for outstanding fees and fines from your Student Home.

Step 6: Check Your Email Regularly

Important graduation and credential information is sent via email to your Seneca email account. If you're not using your student email account, change your preferred email on your Student Home to ensure you receive timely updates.

Step 7: Book Your Studio Portrait

Photography sessions are currently being offered to graduates. Book your appointment online.