



Graduation Checklist

Junior Year (First Semester)

- Schedule appointments with your advisors to review DegreeWorks and pending requirements.
- Check your MyHunter email where messaging from Degree Audit will be listed.
- The year prior to graduation, log into MyHunter page and click the link to “Apply to Graduate.” Degree Audit Schedule:

Semester/Session	Audit Submission
Spring:	April 15 - May 15
Summer:	October 15 - November 15
Fall/Winter:	December 15 - January 15

Junior Year (Second Semester)

- Consult with an advisor about course selections for the following semester(s) and/or to address potential issues.
- Review CUNY First account to confirm major/minor is updated correctly, as well as, name is spelled correctly (as it should be printed on diploma). All forms can be found on the One-Stop website: <http://www.hunter.cuny.edu/onestop>
- Meet with a Career Counselor or Internship Coordinator in 805East for advice on job and internship search strategies.
- Create your account in CareerHunter CDS Internship and Job Database: <https://hunter-cuny-csm.symplicity.com/students/>

Senior Year (First Semester)

- Meet with your advisors to review Degree Works and pending requirements.
- Check your MyHunter email where messaging from Degree Audit will be listed.
- Attend Career Development Services’ Events: such as the Career Expo in November! <http://www.hunter.cuny.edu/student-services/cds/Welcome>
- Attend Graduate & Professional Schools Fairs: <http://www.hunter.cuny.edu/ugresearchconference/speakers/gradfair#external>
- Find Research opportunities. Undergraduate Research Initiatives: <http://www.hunter.cuny.edu/ugresearch/initiative/fellowships>
- Speak with faculty for advice on best practices for job search, and grad schools etc...
- Be aware of CDS On Campus Recruiting (OCR) program and get a job before you graduate.

- ❑ Students who have not “Apply to Graduate” the prior year, must apply during the late audit submission by logging into their MyHunter page and clicking the link to “Apply to Graduate.” Degree Audit Schedule:

Semester/Session	Audit Submission	Late Audit Submission
Spring:	April 15 - May 15	February 1 – March 1
Summer:	October 15 – November 15	June 1 – July 1
Fall/Winter:	December 15 - January 15	September 1 – October 1

Senior Year Final Semester

- ❑ Prior to graduation, see a department faculty advisor for graduation approval.
- ❑ Review and RSVP for Commencement: <http://www.hunter.cuny.edu/commencement>
- ❑ Outreach to Faculty for letters of references.
- ❑ Attend Career Expo in March: Perfect place to practice your “Personal Pitch”
<http://www.hunter.cuny.edu/student-services/cds/students/CareerFairs>
- ❑ Apply to Graduate & Professional Schools.
- ❑ Students contemplating graduate school should attend a Department Personal Statement Writing session if applicable.
- ❑ Complete cover letter and resume and start applying to jobs.
- ❑ Prepare portfolio of college work.

Last four weeks

- ❑ Make sure student account is paid in full, including any library fees etc... (clear up any holds)
- ❑ Return all books, equipment, or materials to proper department.
- ❑ Request official transcripts from Registrar’s office. All accounts with the college must be paid.

Commencement Reminders

- ❑ Make arrangements for you and your guest.
- ❑ Purchase cap and gowns in bookstore.
- ❑ Pick up tickets for graduation.

Follow-up

- ❑ Graduation process takes 8 weeks, and students will be emailed once officially conferred.
- ❑ Diplomas take 4-6 months to be available for pick up from the One Stop, 217HN. Students will be emailed, and diploma emailers will be mailed out:
<http://www.hunter.cuny.edu/onestop/records-and-transcripts/my-diploma>
- ❑ Order commencement photographs if you wish.
- ❑ Keep in touch with Alumni Office.
- ❑ Complete Financial Aid’s Exit Counseling requirement online at: WWW.STUDENTLOANS.GOV
- ❑ Once hired become a Hunter Success Story: contact CDS at [career@ hunter.cuny.edu](mailto:career@hunter.cuny.edu)
<http://www.hunter.cuny.edu/student-services/cds/success-stories>