



## Graduation Checklist

### Lower Junior

- Schedule an appointment with your faculty and academic advisors. To meet with your assigned academic advisor, use the scheduler tool at [www.hunter.cuny.edu/advising](http://www.hunter.cuny.edu/advising)
- Log into MyHunter page ([www.hunter.cuny.edu/myhunter](http://www.hunter.cuny.edu/myhunter)) and click the link to “My Degree Audit”
- File your audit/graduation application. Review your audit results in your MyHunter page. Monitor your @MyHunter e-mail account for additional notifications.

### Degree Audit Filing Schedule

When you plan to graduate	Degree audit filing period*	Late degree audit filing period*
Spring	April 15 - May 15	February 1 – March 1
Summer	October 15 – November 15	June 1 – July 1
Fall or Winter	December 15 - January 15	September 1 – October 1

\* Filing dates subject to change. Check your MyHunter page for changes.

### Upper Junior

- Consult with an advisor about course selections and/or to address potential issues.
- Review your CUNYfirst account to confirm your major/minor is listed correctly, and your name is spelled correctly (as it should be printed on diploma). To make updates, go to forms in One Stop for Students at [www.hunter.cuny.edu/onestop](http://www.hunter.cuny.edu/onestop)
- Meet with a Career Counselor or Internship Coordinator in 805 East for advice on job and internship search strategies as well as resume preparation and review.
- Create your account in CareerHunter CDS Internship and Job Database: [hunter-cuny-csm.symplicity.com/students/](http://hunter-cuny-csm.symplicity.com/students/)

### Lower Senior

- Meet with your faculty and academic advisors.
- Review your MyHunter page for messages from Degree Audit. Monitor your @MyHunter e-mail account for important notices.
- Participate in Career Development Services events, such as the Career Expo in November. See more at [www.hunter.cuny.edu/student-services/cds/Welcome](http://www.hunter.cuny.edu/student-services/cds/Welcome)
- Attend Graduate & Professional Schools Fairs:  
[www.hunter.cuny.edu/ugresearchconference/speakers/gradfair#external](http://www.hunter.cuny.edu/ugresearchconference/speakers/gradfair#external)

- Find research opportunities. See Undergraduate Research Initiative at [www.hunter.cuny.edu/ugresearch/initiative/fellowships](http://www.hunter.cuny.edu/ugresearch/initiative/fellowships)
- Speak with faculty for advice on best practices for job search, graduate schools etc.
- Be aware of CDS On-Campus Recruiting program.
- Apply to graduate during the late degree audit filing period, if you did not submit your degree audit application during the first filing period. Check your MyHunter page for filing deadlines. Monitor your @MyHunter e-mail account.

### **Upper Senior**

- See a department faculty advisor for graduation approval.
- Review and RSVP for Commencement at [www.hunter.cuny.edu/commencement](http://www.hunter.cuny.edu/commencement)
- Reach out to faculty for letters of reference.
- Attend the Career Expo in March, which is the perfect place to practice your “Personal Pitch.” For more information, visit [www.hunter.cuny.edu/student-services/cds/students/CareerFairs](http://www.hunter.cuny.edu/student-services/cds/students/CareerFairs)
- Apply to graduate and professional schools.
- Attend a Personal Statement Writing Session, hosted by Career Development Services.
- Complete your resume and practice writing cover letters. Start applying for jobs.
- Prepare a portfolio of your college work.

### **Final Four Weeks**

- Make sure your student account is paid in full
- Return all books, equipment or materials.
- Request an official transcript from One Stop for Students.
- Download an unofficial transcript from your CUNYfirst account for your own records.

### **Commencement Reminders**

- Visit [www.hunter.cuny.edu/commencement](http://www.hunter.cuny.edu/commencement) for more details.
- Purchase your cap and gown. Attend Commencement Countdown.
- Pick up tickets for commencement.
- Make arrangements for you and your guest.

### **Follow Up**

- Pick up your diploma in 4-6 months from the One Stop for Students in 217 North. For more information, visit [www.hunter.cuny.edu/onestop/records-and-transcripts/my-diploma](http://www.hunter.cuny.edu/onestop/records-and-transcripts/my-diploma)
- Order commencement photographs if you wish.
- Keep in touch with the Alumni Office. Learn more at [www.hunter.cuny.edu/alumni](http://www.hunter.cuny.edu/alumni)
- Complete Financial Aid’s Exit Counseling requirement online at: <https://studentloans.gov>
- Become a Hunter Success Story once you have landed a job. Contact CDS at [career@hunter.cuny.edu](mailto:career@hunter.cuny.edu). See [www.hunter.cuny.edu/student-services/cds/success-stories](http://www.hunter.cuny.edu/student-services/cds/success-stories)