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

☐ Log into MyHunter page (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

<table>
<thead>
<tr>
<th>When you plan to graduate</th>
<th>Degree audit filing period*</th>
<th>Late degree audit filing period*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>April 15 - May 15</td>
<td>February 1 – March 1</td>
</tr>
<tr>
<td>Summer</td>
<td>October 15 – November 15</td>
<td>June 1 – July 1</td>
</tr>
<tr>
<td>Fall or Winter</td>
<td>December 15 - January 15</td>
<td>September 1 – October 1</td>
</tr>
</tbody>
</table>

* 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

☐ 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/

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/studentservices/cds/Welcome

☐ Attend Graduate & Professional Schools Fairs: www.hunter.cuny.edu/ugresearchconference/speakers/gradfair#external
Find research opportunities. See Undergraduate Research Initiative at 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
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/studentservices/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 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
Order commencement photographs if you wish.
Keep in touch with the Alumni Office. Learn more at 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. See www.hunter.cuny.edu/studentservices/cds/success-stories