Access the Online Graduation Application by clicking the “Get Started Online” button. Step by step instructions.
Login to my.ccc.edu.
Student Services

Personal Portfolio
View and manage your personal information.

Course Catalog and Schedule
View the Course Catalogs or search for specific classes in the Schedule of Classes at all City Colleges.

Academics
Enroll in classes, drop classes, view grades, academic advisors and service indicators (holds).

Finances
View your account information, make a payment, select your refund option choice, and apply for financial aid.
Click Apply for Graduation.
Apply for Graduation

Congratulations on applying for graduation!

Here is some important information you need to know about your eligibility to graduate and the application process.

Graduation Requirements
To be eligible to graduate from any degree or certificate program, you must earn a grade of "C" or better in all courses used to satisfy core curriculum and/or general education requirements and hold a minimum Cumulative GPA of 2.0.

Credits Earned by Testing or Assessment
Any graduation credits earned by testing (CLEP or ACTFL) or assessment must be posted to your academic record. Note: credits not posted may not be used to satisfy CCC degree or certificate requirements.

Advanced Placement Courses & Examinations
Any graduation credits earned by Advanced Placement courses & examinations must be posted to your academic record. Note: credits not posted may not be used to satisfy CCC degree or certificate requirements.

Transfer Credit
If your graduation coursework includes credits earned at other accredited colleges or the military, an official transcript of those courses must be on file and a transcript evaluation must be completed and posted to your academic record. Likewise, if your graduation coursework includes credits earned at a non-U.S. institution, an official transcript of those foreign credits must be on file and a foreign transcript evaluation must be completed and posted to your academic record. More information is available at www.ccc.edu/internationalstudents. Note: credits not posted may not be used to satisfy CCC degree or certificate requirements.

Second CCC Degree
You may apply for and earn a second degree from a CCC college from which you have previously graduated. However, the second degree must be different from the first degree earned, and you must enroll in and successfully complete a minimum of 15 additional credit hours to be applied toward the second degree.
Take note of this very important information.

Your graduation application will be routed to your Program Campus, that is, the college indicated by the first two letters of your Academic Program (example, MXTRN).

Application Process

Your graduation application and evaluation will follow a 3-step process, as follows:

**Step 1**
Complete and submit your online graduation application. Note: your graduation application will be routed to the Home Campus shown on page 4, even if you select a different college in the Student Provided Information section (also on page 4).

**Step 2**
Academic Advisor review. An Advisor will evaluate your coursework and credits to ensure you meet the graduation requirements of the academic program (degree or certificate) for which you are applying.

**Step 3**
Graduation evaluation. Your Registrar will perform a final evaluation. Note: if you are currently enrolled in courses needed to satisfy graduation requirements, a decision on your application will be made after final grades are posted.

**Communications**
Please be sure to check your CCC student email account regularly. This is how we will communicate with you and provide status updates.

**IMPORTANT NOTE:**
Carefully review all of the information on each page. Unless changed, the information you see on these pages is the information we will use to evaluate your application, contact you with questions, mail graduation information to you, and print your diploma or certificate. Your name as it appears in the Student Information section on page 3 is the name that will be printed on your diploma or certificate. It is YOUR RESPONSIBILITY to take action to make any corrections needed: work with your Academic Advisor (www.ccc.edu/advising) to make changes to your academic program or discuss any missing credits and with the Registrar's Office (www.ccc.edu/registrar) for any other changes. Students who request a reprinted diploma or certificate due to incorrect information will be charged a $25.00 reprint fee.
Apply for Graduation

Student Information

- Name: [Redacted]
- ID: [Redacted]
- Gender: F
- Birthdate: 02/14/1979

Contact Information

- Address: [Redacted]
- City: Chicago
- State: IL
- Zip: 60649
- Telephone: [Redacted]
- Campus Email: [Redacted]

IMPORTANT NOTE:
Carefully review all of the information on each page. Unless changed, the information you see on these pages is the information we will use to evaluate your application, contact you with questions, mail graduation information to you, and print your diploma or certificate. Your name as it appears in the Student Information section on page 3 is the name that will be printed on your diploma or certificate. It is YOUR RESPONSIBILITY to take action to make any corrections needed: work with your Academic Advisor (www.ccc.edu/advising) to make changes to your academic program or discuss any missing credits and with the Registrar’s Office (www.ccc.edu/registrar) for any other changes. Students who request a reprinted diploma or certificate due to incorrect information will be charged a $25.00 reprint fee.

Student’s full, formal name (first, middle, last, suffix) as entered into PSSA. The name as it appears here will be printed on the diploma or certificate. You are responsible to change/correct, if needed.

CCC student email address where all notices (grad app status changes, etc.) will be sent. Notices are not sent to personal email addresses. Note: you may auto-forward to a personal email address, if desired. Visit my.ccc.edu.

Reminder: you may update your phone number by visiting the Personal Portfolio section of my.ccc.edu.
Program Campus: College where your grad app is initially routed for processing, regardless if you select a different college in the Student Provided Information section. (Note: in this example, Academic Program is HWTRN, so the Program Campus is Harold Washington College.)

If selected, a drop-down box appears where you can select the college.

Wright College graduates may select other programs which you have completed.

You may select a different degree (or certificate)/academic plan against which your graduation application should be evaluated.
- Select “yes” to be evaluated against the degree/academic plan shown in the Student’s Academic Data section
- Select “no” to choose a different degree/academic plan. See the next page for further instructions

Your graduation application will be evaluated against the degree/academic plan you select, or if you select “yes,” against the degree/academic plans shown in Student’s Academic Data section.

**IMPORTANT NOTE:**
Carefully review all of the information on each page. Unless changed, the information you see on these pages is the information we will use to evaluate your application. Contact your Academic Advisor with any changes. Your name as it appears in the Student Information section on page 3 is the name that will be printed on your diploma or certificate. It is YOUR RESPONSIBILITY to take action to make any corrections needed. Contact your Academic Advisor to make changes to your academic program or discuss any missing credits and with the Registrar’s Office for any other changes. Students who request a reprinted diploma or certificate due to incorrect information will be charged a $25.00 reprint fee.
Note: In accordance with CCC Academic Policy, the Graduation Campus is the college where the majority of a student’s Graduation Credit Hours (excludes pre-credit/remedial hours) were earned; the Graduation Campus must offer the program. If not, then the Graduation Campus is the college (that offers the program) where the most Graduation Credit Hours were earned. In case of a tie between two colleges, then the student can choose his/her Graduation Campus.

You may select any college without changing the degree or academic program. Note: your graduation application will be routed to the Program Campus shown in Student’s Academic Data (not the college selected in this section).

If you select a different degree (or certificate)/academic plan, then only degrees/certificates and academic plans offered at the college selected may be chosen.

If you select one of these organizations, the Grad App requires the college.

Program Campus: College where your grad app is initially routed for processing, regardless if you select a different college in the Student Provided Information section.

Note: In accordance with CCC Academic Policy, the Graduation Campus is the college where the majority of a student’s Graduation Credit Hours (excludes pre-credit/remedial hours) were earned; the Graduation Campus must offer the program. If not, then the Graduation Campus is the college (that offers the program) where the most Graduation Credit Hours were earned. In case of a tie between two colleges, then the student can choose his/her Graduation Campus.

You may select any college without changing the degree or academic program. Note: your graduation application will be routed to the Program Campus shown in Student’s Academic Data (not the college selected in this section).

If you select a different degree (or certificate)/academic plan, then only degrees/certificates and academic plans offered at the college selected may be chosen.

If you select one of these organizations, the Grad App requires the college.
Student may select to apply for graduation at the end of the current or next semester (Future Term).

Commencement information is entered. Military status choices are as follows:

Important notes for graduates.

Student certification.
CONGRATULATIONS! Your graduation application for Fall 2012 has been received at Harold Washington College for evaluation.

Application is completed and submitted. You will receive an email message (sent to your student email account) confirming that your graduation application has been received.

Confirms which college (Program Campus) received your graduation application. Note: your graduation application is routed to the Program Campus shown in the Student’s Academic Data section (not to the college selected in the Student Provided Information section).