

May 2024 Diploma, Honors, Commencement Program and Diploma Tracking Timeline

| Due Date | Activity | Done by | Screen or Application |
|----------------|--|--|--|
| January | | | |
| 22-Jan | Fall 2023 students who did not graduate with status of IP or P moved to S24 expected graduation date. | URO | S3 |
| 22-Jan | <p>S3: Graduation Management turns ON for departments for May 2024 and upcoming August 2024; Expected graduation dates need to be updated to the best of your knowledge as email communications to students will begin from University Events.</p> <p><i>If a student will not be graduating for May 2024, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i></p> <p>Email graduation process steps to departments with the following information:</p> <ol style="list-style-type: none"> 1. Review expected May Primary Majors. If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date. 2. Review expected May Additional Majors. If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major. 3. Review expected May Minors. If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor. 4. Solicit and update master's thesis titles (if applicable) and doctoral thesis titles. 5. If a student has not been in attendance for several semesters due to a leave or withdrawal, remove their degree on S3: Degree Declaration. 6. Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 22 7. Check August 2024 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2024 students (Bachelor and Master only) will appear in the commencement program as expected graduates and may walk at Commencement weekend activities. | <p>URO</p> <p>Departments</p> <p>Departments</p> <p>Departments</p> <p>Departments</p> <p>Departments</p> <p>Associate Dean's Offices</p> <p>Departments</p> | <p>S3</p> <p>Dlist</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> <p>S3 Gr Mgt/Degree Screens</p> |
| 22-Jan | SIO: Graduation & Diploma application turns on for May and upcoming August graduating students. | URO | SIO |
| | Next Page ==> | | |

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|-----------------|---|--------------------------------|--------------------------|
| February | | | |
| 22-Feb | Reminder email of graduation process to May students (forward to departments). | URO | MassMail |
| 22-Feb | Reminder email of graduation process to upcoming August students (forward to departments). | URO | MassMail |
| 22-Feb | Reminder email to academic departments regarding graduation steps and Graduation Fair information. Deadline to update for the diploma order is March 22 . <i>If a student will not be graduating for May 2024, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i> | URO | Dlist |
| | 1. Review expected May Primary Majors . If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date. | Departments | S3 Gr Mgt/Degree Screens |
| | 2. Review expected May Additional Majors . If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major. | Departments | S3 Gr Mgt/Degree Screens |
| | 3. Review expected May Minors . If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor. | Departments | S3 Gr Mgt/Degree Screens |
| | 4. Solicit and update master thesis titles (if applicable) and doctoral thesis titles. | Departments | S3 Gr Mgt/Degree Screens |
| | 5. If a student has not been in attendance for several semesters due to a leave or withdrawal, remove their degree on S3: Degree Declaration. | Departments | S3 Gr Mgt/Degree Screens |
| | 6. Check August 2024 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2024 students will appear in the commencement program as expected graduates (prior-year August and December are also listed as past graduates). Expected August graduates (Bachelor and Master only) may walk at commencement weekend activities. | Departments | S3 Gr Mgt/Degree Screens |
| 22-Feb | Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 22 | Associate Dean's & CFA Offices | S3 Gr Mgt/Degree Screens |
| | Next Page ==> | | |

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|---------------------------|---|--------------------------------|--------------------------------|
| March | | | |
| 1-Mar | Reminder email of graduation process to May students (forward to departments). | URO | E-mail |
| 3-Mar | Commencement program files are available on S3 for departments to download and check student listings. Commencement program files include past August 2023, December 2023, expected May 2024 and expected August 2024 (Bachelor and Masters only). Due March 22 | URO | S3: Commencement Program Files |
| 4-Mar | Check for blank diploma names and weird spellings/characters of diploma names. | URO | SDW/S3 |
| 4-Mar | Email final reminder to academic departments for Graduation Fair & Diploma Order <i>If a student will not be graduating for May 2024, please move the student to a future semester. If a student has not been in attendance for several semesters due to a leave/withdrawal/etc., please remove their degree on S3: Degree Declaration.</i> | URO | |
| | 1. Review expected May Primary Majors . If making adequate progress, change primary major to "In Progress." If NOT making adequate progress, change expected graduation date to a future date. | Departments | S3 Gr Mgt/Degree Screens |
| | 2. Review expected May Additional Majors . If making adequate progress, change additional major to "In Progress". If NOT making adequate progress, delete additional major. | Departments | S3 Gr Mgt/Degree Screens |
| | 3. Review expected May Minors . If making adequate progress, change minor to "In Progress". If NOT making adequate progress, delete minor. | Departments | S3 Gr Mgt/Degree Screens |
| | 4. Solicit and update MS thesis titles (if applicable) and PHD thesis titles. | Departments | S3 Gr Mgt/Degree Screens |
| | 5. Review online commencement program files. Edits can be made on S3 Graduation Mgt or Degree Certification screens. Report issues to commence@andrew.cmu.edu . | Departments | S3:Commencement Program File |
| | 6. Check August 2024 students. Move expected graduation date to a future date if they are not graduating. Ignore the degree status. August 2024 students will appear in the commencement program as expected graduates (prior-year August and December are also listed as past graduates). Expected August graduates (Bachelor and Master only) may walk at commencement weekend activities. | | |
| 4-Mar | Identify college and university honors based on seventh semester. If assigning College Honors for a student whose home college is not the College giving the Honors, email must be sent to commence@andrew.cmu.edu for the College Honors to be added to student's transcript. *Refer to page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. Due March 22 | Associate Dean's & CFA Offices | |
| 13-Mar thru 14-Mar | COMMENCEMENT FAIR. Bachelor, Master, and May Doctoral students can be sized to purchase and pick up their cap and gown. Other reps will be there to talk with students regarding their diploma, student account & commencement ceremony questions. Vendors will also be available for announcements, rings and diploma frames. | Everyone | Commencement Website |
| 18-Mar | Send final reminder of graduation process sent to expected May students regarding financial holds, ceremony, etc. (forward to departments) before diploma order. | URO | MassMail |
| 18-Mar | Send final e-mail reminder of graduation process to upcoming August students regarding ceremony, etc. (forward to departments). | | |

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| 18-Mar | Send email reminder to academic departments that commencement program file should be reviewed for accuracy and completeness. College Associate Deans should also review for accurate departmental and degree listings. Due March 22 | Departments & Associate Deans | Email |
| 22-Mar | STUDENT MAY DIPLOMA ORDER DEADLINE Final date for May 2024 students to update SIO Graduation & Diploma for the diploma order. Students need to check the spelling of their name and review the diploma template for correctness. | Students | SIO |
| 22-Mar | DEPARTMENT MAY DIPLOMA ORDER DEADLINE Diplomas will be ordered for expected graduation date of S22 and status of 'In Progress' or 'Certified' (if the student completed early) on S3 Graduation. Students with a 'Potential' status will NOT receive a diploma. The diploma contains the student's name, degree, major, additional major and university honors. Minors and college honors are not printed on the diploma. | Departments | S3 Gr Mgt/Degree Screens |
| 22-Mar | FINAL UNIVERSITY HONORS DIPLOMA DEADLINE Diploma will be ordered with university honors listed on the diploma. College honors are not listed on the diploma. Includes Tepper School of Business Masters Programs. | Associate Deans & CFA TSB Graduate Program | S3 Gr Mgt/Degree Screens |
| 22-Mar | UNIVERSITY & COLLEGE HONORS DATASET FLAG DEADLINE based on seventh semester for honors dataset and diploma order. If assigning College Honors for a student whose home college is <u>not</u> the College giving the Honors, email must be sent to commence@andrew.cmu.edu prior to this deadline for the College Honors to be added to student's transcript. *See page 14 of the Commencement Process Help document (https://www.cmu.edu/es/docs/gradprocess.pdf) for additional instructions. | Associate Deans & CFA departments | S3 Gr Mgt/Degree Screens |
| 22-Mar | ONLINE COMMENCEMENT PROGRAM FILE PROOF DEADLINE Review online commencement program files for missing information, names, thesis titles, advisors for Ph.D. students. Edits can be made on S3 Graduation Mgt or Degree Certification screens. Report issues to commence@andrew.cmu.edu . | Departments | S3 Gr Mgt/Degree Screens |
| 23-Mar | S3: Graduation Management is temporarily turned OFF to format the commencement program and order diplomas. Departments need to <u>manually</u> track all degree related changes for the printed commencement program proof through April 14. | URO | S3 Gr Mgt/Degree Screens |
| 25-Mar thru 29-Mar | URO prepares diploma order --review/sort/correct/add box label info; contact departments for correct delivery address; order diplomas | URO/Enr Sys | |
| 27-Mar | Create and distribute honors address dataset for college and university honors to associate deans' offices. | URO/Joy Cavaliero | S3 |
| 29-Mar | Order Diplomas. Queue diploma reorders to run weekly every Sunday night Request Honorary Degree Recipients from Events Office | URO/Enr Sys URO/Events | |
| Important Note: Any May 2024 changes on Graduation Mgt to a students name, primary major, adl major or university honors will automatically re-queue a new diploma. However, we cannot guarantee the diploma will arrive in time for the ceremony. Please review and submit changes by April 12. | | | |
| Next Page ==> | | | |

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| April | | | |
| 29-Mar thru 14-Apr | Commencement Program Information is formatted and reviewed by internal offices (based on data as of 3/22). | URO, Events, Comm Design | |
| 1-Apr | S3 Graduation Management turned back ON for May 2024 and August 2024 for departments. <i>Please note that changes will not be automatically reflected in the Commencement Program PDF Proofs, so you will have to submit these edits while reviewing the PDF.</i> | URO | S3 |
| 8-Apr | BLANK CASE ORDER DEADLINE. Send email to commence@andrew.cmu.edu with subject line: Blank Cases. List your department, quantity, and office delivery address. Blank Cases will arrive with the diplomas. Please note that this should just be to cover the expected prior-semester graduates/upcoming August expected graduates in attendance, and that these cases must be returned after the ceremony. | Departments | Email from URO |
| 15-Apr & 16-Apr | REVIEW PDF PROOF OF COMMENCEMENT PROGRAM Departments review final program layout. | Departments | Email from Communications Design |
| 18-Apr | FINAL COMMENCEMENT PROGRAM PDF PROOFS DUE AT 2:00 p.m. Departments will be emailed the FINAL program proof by noon. The proof must be approved by 2:00 p.m. Ph.D. candidate info will be pulled from this final proof for the Doctors Hooding program; <u>changes will NOT be accepted after this date.</u> | Departments | Email from Communications Design |
| 29-Apr | May diplomas delivered to the university. URO diploma team moves to WEH 5415 (Diploma Central) for diploma distribution. | URO | |
| 29-Apr thru 30-Apr | May diplomas with Financial Holds or Student Affairs Holds are identified on S3 Graduation Mgt/Degree Screens and held by the URO. A letter replaces the actual diploma. Blank Cases are added to department diplomas with delivery. | URO/SAO | Manual |
| | ** Be sure that all manually 'tracked' changes occuring after March 22 are entered into S3. ** We want S3 and the commencement program proofs to be consistent with changes. | Departments | S3 Gr Mgt/Degree Screens |
| | Next Page ==> | | |

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| May | | | |
| 30-Apr thru 3-May | Diplomas Delivered to Departments. Departments must update S3 Diploma Tracking as DT (In Department) after delivery. Due May 10 | FMS | Manual/S3 |
| 8-May thru 10-May | Diploma hold releases are delivered to departments <i>until 4p.m. on the 10th.</i> | URO | Manual |
| 6-May | Message to students regarding diploma distribution information and CeDiplomas. | URO | MassMail |
| 8-May | Graduating Student Final Grades Deadline Departments can start certifying May 2024 students. | Faculty | S3 |
| 10-May | Main Commencement Ceremony Programs delivered. | Creative Services | |
| 10-May | DIPLOMA TRACKING REMINDER! Departments must indicate that the department received the students' diplomas (DT) on S3 Graduation Mgt screens before their department ceremony. | Departments | S3 Graduation Mgt |
| 10-May-12 May | Diploma Ceremonies are scheduled separately by each department or college where diplomas are distributed to students. | | |
| 10-May | Senior Leadership Recognition Ceremony 4-5:30 pm | University Events | |
| 11-May | President's Reception in Honor of Doctoral Candidates 4-6 pm | University Events | |
| 12-May | Main COMMENCEMENT Ceremony for all students 10 am (Students report by 9 am for robing.) | University Events | |
| 13-May | Email departments to certify May graduates. Certification can begin earlier after final grades are submitted. Due May 24 | URO | S3 Gr Mgt/Degree Screens |
| | 1. Update Diploma Tracking on S3. Departments must track each May 2024 diploma as DC (Received @ Ceremony) if the student received the diploma at department ceremonies. If student did not attend or diploma requires returning to the URO, indicate this using DG (Destroy), DI (Mail), DP (Reorder), or PE (Pending Certification) tracking codes instead. | Departments | S3 Gr Mgt/Degree Screens |
| | 2. Finish review of expected may Primary Majors . Change primary major to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential. | Departments | S3 Gr Mgt/Degree Screens |
| | 3. Finish review of expected graduates Additional Majors . Change additional major(s) to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential. | Departments | S3 Gr Mgt/Degree Screens |
| | 4. Finish review of expected May Minors . *Change minor(s) to " Certified ". If NOT making adequate progress, change expected graduation date to a future date and set as potential. | Departments | S3 Gr Mgt/Degree Screens |
| | 5. Identify college and university honors based on final grades.*Refer to page 13 of the Commencement Process Help document for additional instructions. | Departments | S3 Gr Mgt/Degree Screens |
| | 6. Set diploma tracking codes appropriately in S3 for all diplomas. Return ALL diplomas in department possession to URO using the Diploma Return Form for mailing, pick up, reorders, pending certification or destroys. Return to Commencement Central - WEH 5415 9 a.m. - 4:30 p.m. | Departments | S3 Gr Mgt/Degree Screens |
| 24-May | MAY CERTIFICATION & DIPLOMA TRACKING DEADLINE All diplomas in hand must be returned to Commencement Central (Wean Hall 5415, 9 a.m. - 4:30 p.m.) along with a diploma return form . Each student's diploma must have tracking code on S3 entered by department . | Departments | S3 Gr Mgt/Degree Screens |
| 25-May | Turn off S3 May Graduation for Departments. Turn off SIO Graduation and Diploma for May 2024 students. | URO | S3 Calendar / SIO |

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| 29-May | All status IP or P students for May 2024 will be moved to expected grad date of August 2024. | Departments | S3 Gr Mgt/Degree Screens |
| 29-May thru 7-Jun | Sort and process all returned diplomas; reorder May diplomas; mail Diplomas, etc. | URO | |
| 30-May | Turn On S3 Graduation Management for August 2024; SIO Graduation & Diploma remains on. | URO | S3 Calendar |
| | Questions/Issues? commence@andrew.cmu.edu | | |
| | Student inquiries should go to uro-diplomas@andrew.cmu.edu | | |