






Graduation Process Guide

Plan for Graduation

- **Declare your major.** If you haven't already, declare your major for graduation at any Admissions Office. [Declare/Change a Major Form](#) (42kb) 
- **Complete an Online Certificate and Degree Evaluation (CAPP) when using a 2007-2009 or 2009-2001 catalog.**
- **Print the Graduation Program Checklist for your major if using a catalog prior to 2007.** Complete the courses listed on the [program checklist](#).
- **Meet with an academic advisor** before your last term to make sure you will have all the courses you need to graduate, and that you will meet all graduation and program requirements.
- **Using other credit.** If you will be using transfer and/or other credit to fulfill program requirements, follow the instructions below:
 - **Transfer credit** - have official transcript sent to the CNM Records Office for evaluation
 - **External Exam Credit (AP/CLEP)** - have official scores sent to the Records Office
 - **CNM Challenge Exam credit** - contact the instructional school of the course you are challenging
 - **Credit waivers and/or course substitutions** - contact the instructional school of your major

Complete Graduation Application Packet

Application Part	Where to get it	What to do with it
Graduation Application (<i>one application per major</i>)	Click Here	Fill out form online prior to printing.
Online Certificate and /or Degree Evaluation (CAPP) <i>only available for 2007-2009 or 2009-2011 catalogs.</i>	login to  , click on the  tab; the Graduation channel on the top, right side of the page	If all required areas are "Met," print and attach to graduation application
Unofficial Web Transcript (<i>only required for catalogs prior to 2007</i>)	login to  , click on the  tab; the Grade Stuff channel at the bottom, right of the page	Print and attach to application
Graduation Checklist (<i>use only for catalogs prior to 2007</i>)	Click Here	Record the grade from your transcript next to the required course on the checklist; for transfer credit - TR, for courses in progress- IP, for course substitution/waivers - SUB.
Credit waivers or course substitutions (<i>only if needed</i>)	When a course substitution or credit waiver has been approved, you are mailed a copy. You can also pick up a copy at the Main Campus Records Office.	Attach approved copy to application
Job Connection Survey	Click Here	Fill it out online

Submit Your Application

Make a copy of your Graduation Packet, keep one for your own records, take one to Academic Advisement.

Submit your completed packet to an advisor at any Academic Advisement and Career Development office. Packet must include your application, CAPP compliance, *unofficial transcript, *graduation checklist, and waivers or substitution forms (if needed).

** Include in packet only if using a catalog prior to 2007.*

Additional Graduation Information

Your diploma will be mailed to you 6 to 8 weeks after the end of your graduation term.

[Graduation Ceremony information](#). CNM hosts two graduation ceremonies per year; one at the end of the Fall term, and one at the end of the Spring term.

Congratulations on completing your CNM program!