

Fall 2016 Graduation Coordinators Calendar

Date	Title/Description
Oct. 1 (Sat.)	Graduate School: Last day for GRAD students to submit a fall graduation application in MyCUInfo.
Nov. 1 (Tue.)	MBA and LAW Students: Last day to apply for or cancel a fall graduation application online or make changes to an existing graduation application.
Nov. 1 (Tue.)	Graduate School: Last day for GRAD, MBA and LAW students to cancel a fall graduation application.
Nov. 8 (Tue.)	Grad Coordinators: Medal orders.
Nov. 11 (Fri.)	Honors Department: Honors list due.
Nov. 30 (Wed.)	Grad Coordinators: Diploma cover orders for pick up at Office of the Registrar due from departments.
Dec. 2 (Fri.)	Grad School and Law School: Confirmed lists for PhD due to Office of the Registrar by noon.
Dec. 9 (Fri.) – Last Friday a week before graduation	UGRD Students: Last day to apply for or cancel a fall graduation application online or make changes to an existing graduation application. Grad Coordinators: Honors medals available for pickup in Office of the Registrar.
Dec. 12 (Mon.)	Dean's Offices: Honors medals available all week in Dean's and Honors Offices. Departments: Diploma covers available for pickup in Office of the Registrar.
Dec. 14 (Wed.)	Office of the Registrar: Send copy of Bursar's hold lists to Grad and Law Schools. Paradigm: PhD diploma delivery to Grad School.
Dec. 15 (Thurs.)	Fall 2016 Conferral Date
Dec. 21 (Wed.)	Office of the Registrar: <ul style="list-style-type: none"> • Mail PhD diplomas not picked up at ceremony. • Post PhD degrees. • Upload PhD dissertation titles to CU-SIS. • Run I-to-F conversion.
Jan. 13 (Fri.)	Grad Coordinators: Deadline to make changes to grad roster before losing access.
Jan. 17 (Tues.)	Grad Coordinators: Confirmed lists and Honors lists for UGRD and MAS due.
Jan. 19 (Thurs.)	December Graduates: Deadline to update diploma name and address through online grad application.

Date	Title/Description
Jan. 20 (Fri.)	Grad Coordinators: Last-minute changes for degree posting due to Office of the Registrar by noon.
Jan. 30 (Mon.)	Office of the Registrar: Transcripts with degrees posted available for order by 5 p.m.
Feb. 3 (Fri.)	Office of the Registrar: Diploma order due to Paradigm for printing.
Feb. 17 (Fri.)	Paradigm: Diplomas mailed to students.