

Welcome to Your Pathway to Graduation

In the chat, please let us know:

1. Where are you logging in from?
2. The level of the program from which you are going to graduate: Bachelor's, Master's, or Doctoral



Meeting Summary

- **Who is eligible to walk in Commencement ceremonies?**
- **The steps along your pathway to graduation**
- **Resources available on MyCapitol**
- **Your questions**



Who is Eligible to Walk in Commencement?

Associate's, Bachelor's, Master's students must:

- be conferred the previous Fall OR
- be enrolled in all remaining requirements in Spring or Summer semester by April 15.

Doctoral students must:

- be conferred the previous Summer or Fall OR
- complete all degree requirements, including successful defense of dissertation, by April 15.



Steps

- 1. Apply to graduate**
 - 2. Finish your degree (!)**
 - 3. Pay the graduation fee (and any other bills)**
 - 4. Order regalia**
 - 5. Check out with:**
 - 1. Res Life**
 - 2. Financial Aid**
 - 3. Graduation Survey**
 - 6. Celebrate!**
-

1. Apply to Graduate



When?

- **Associate:** Upon earning 45+ credits. [Apply](#)
- **Bachelor:** Upon earning 90+ credits. [Apply](#)
- **Master:** Upon earning 24+ credits. [Apply](#)
- **Doctoral:** As you are registering for your final defense course (940/950/960) [Apply](#)

Final Deadline: Beginning of your last semester at Capitol.

1. Apply to Graduate



Recommendation:

Apply as soon as you are eligible to avoid surprises about final requirements.

1. Apply to Graduate



What happens then?

- Registration and Records sends you an *official degree audit*.
- Review carefully – with advisor if needed.
- Report any concerns or possible errors right away

1. Apply to Graduate

Degree Audit
Sample



The Office of Registration and Records

Official Degree Audit

TO:	<u>Bevoncé Giselle Knowles-Carter</u>	STUDENT ID:	<u>555555</u>	<u>December 1, 2025</u>
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This is how your diploma will read. If there are any errors, contact the Office of Registration and Records

Your file has been evaluated for a **Master of Science in Cybersecurity**

To be completed Spring 2026

Your remaining requirements are listed below. With successful completion of these requirements, you will have finalized your degree. You must meet all Capitol Technology University graduation requirements to be eligible for degree conferment and graduation (see course catalog). Any discrepancies of completion (Incompletes, Grade Changes, etc.) must be resolved before the degree can be conferred.

Work in Progress
Course / Requirement
<u>IAE 680</u>
<u>IAE 682</u>

Remaining Requirements
Course / Requirement
<u>IAE 674</u>
<u>IAE 677</u>

1. Apply to Graduate



What happens then?

- *Doctoral students only:* The Official Degree Audit is part of what you need for the [Request to Defend](#) packet.
(Click on link above – login required- and scroll down to “Preparing to Defend”)

2. Finish your Degree!



Make sure that you finish all required coursework, following degree audit and advice of advisor.

3. Pay the Graduation Fee



- Non-refundable, required of all graduates

Associate's Degree: \$75

Bachelor's, Master's and Doctoral Degree: \$150

Double Bachelor's Degree: \$225

- Online (Credit Cards, ACH, IFT):
[How to Make a Payment via the MyCapitol Portal Transact.pdf](#)
- In Person at the Business Office (cash, personal checks, money orders)

3. Pay the Graduation Fee



- Make sure that your account balance is paid in full.

4. Order your Regalia



- Associate's, Bachelor's and Master's students will purchase their cap, gown, and hood.
Deadline to order: April 2, 2026
- Doctoral students have the option to either rent or purchase their regalia.
Deadline to purchase: March 18, 2026
Deadline to rent: April 2, 2026

[Ordering Link](#)

Regalia Dos and Don'ts



Dos:

- ✓ Order from Herrf Jones, Capitol's exclusive provider
- ✓ Military Service and honors cords will be available at commencement check in for those who qualify
- ✓ Decorate your cap if you wish, in good taste.

Don'ts:

Custom stoles are available from per

Honors Cords

	Cumulative GPA	Honors
Undergraduates	3.5 to 3.7499 3.75 to 3.8499 3.85+	cum laude magna cum laude summa cum laude
Master's	4.0	With Honors
Doctoral candidates	No honors given	

For commencement we use the CGPA as of March 31. Honors will be updated and recorded on transcript based upon final GPA at time of conferral.

5. Check Out!

- Complete Exit Surveys and other related closeout activities with:
 - **Financial Aid**
 - **Residence Life (if applicable)**
 - **Graduating Student Exit Survey**



6. Celebrate!

Doctoral Hooding Ceremony:
Friday, May 1, 2026 – 4:00 PM
*Followed by a reception for **all**
graduating students and alumni*

Commencement
Saturday, May 2, 2026

[Graduation Information Page](#)



Guests

Doctoral Hooding Ceremony:
No limit to the number of guests

Commencement May 2, 2026
We expect nearly 2,000 to attend!
No limit to the number who can come, but limit of 4 guests *under the tent*. Seats will be available outside the tent and air-conditioned livestream areas.



Questions?



CAPITOL

Technology University