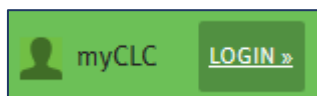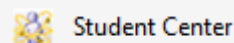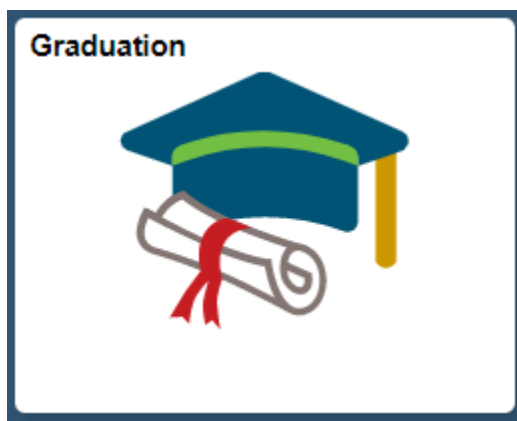# How to Request to Graduate

1. Log into **MyCLC** at the bottom of the CLC Website:
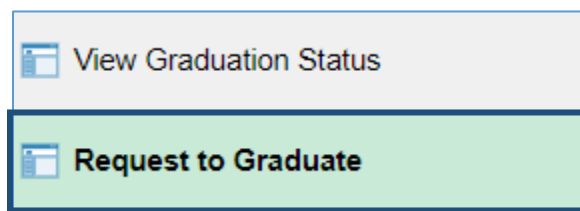

   Then click on Student Center under the Launchpad on the left hand side:

2. Click on the **Graduation** tile on the Student Homepage:

3. Click on **Request to Graduate** on the left sidebar:

4. Verify the name you want on your diploma, and update if needed:

Diploma Name

Enter your name EXACTLY as it should appear on your diploma. Diploma name must be a form of your name on file.

*First Name	Tom
Middle Name	E
*Last Name	Test

5. Select the term you will complete your program:

Expected Graduation Term

Select the term you will graduate. Your degree or certificate will be awarded at the end of the term.

Summer 2021 ▾

6. Select the degree or certificate you are completing. Click on the + to add rows if you are finishing more than one degree or certificate:

Program Information

Select the degree or certificate you are completing. If you are finishing more than one, click the + to add them.

	*Program	*Area of Study		
1	Transfer Degree ▾	Associate in Arts (13AB) ▾	＋	－

7. Tell us if you plan to continue at CLC after you graduate. If Yes, tell us what your new program will be.

Program Update

Your current program of study will be updated after you graduate.

Are you planning to stay at CLC and earn another degree or certificate?   Yes

Choose your program of study after you graduate.

Program	Area of Study	Sub-Plan	
Transfer Program ▾	Associate in Science ▾	Biological Sciences (11AB-BIO)	

8. Click **Submit**:

Your records will be reviewed during the term you plan to graduate, and can take several weeks. You will receive your graduation status to your CLC email when the review is complete.

Submit

9. Click **Ok**:

Your Graduation Status will be updated in 1-3 days. Click OK to continue.

OK   Cancel