



CALIFORNIA UNIVERSITY
OF PENNSYLVANIA

GRADUATION CHECKLIST

Please review the checklist below to make sure you are on track for graduation as we near the end of the semester. Be sure to take care of any outstanding items related to your student account as soon as possible to prevent any delays with the graduation process.

Update your student record for name and address changes.

Review your name and address listed on the mailing label of this box. If you have changes, please complete the Student Information Change Form online and submit to Academic Records and copy graduation@calu.edu no later than June 1. Make sure that your name is accurate for printing in the Commencement program and on your diploma, and that your address on file is correct for mailing your diploma and other official University documents.

Clear up all outstanding student accounts (e.g., financial aid, health insurance, student accounts and library).

Share your at-home graduation experience with us on social media.

Please post your thoughts and photos using the hashtag [#calucomm](https://twitter.com/calucomm).

Participate in SGA's "Decorate Your Cap" contest!

Have fun decorating your cap and win prizes. Post a picture of your cap (you can be wearing it!) to Instagram and tag @calstudentgov. Three winners will be chosen based on Cal U spirit and creativity. Winners will be posted on Cal U's official social media accounts. Thanks to PSECU for providing each graduate with a mortarboard to decorate!

Complete the 3-minute, Cal U First Destination Survey.

The Cal U Career & Professional Development Center wants you to know that we're here for you after graduation! Take the brief survey to share your successes and learn about job search resources available to you. You'll be entered to win a Cal U diploma frame or \$50 Amazon gift card if you complete the survey by June 30. You can complete the survey any time – just click the link in the "First Destination/Share Your Story" emails you receive over the next six months, or find the First Destination Survey under the "Career Center" section of your Handshake account.

Check out the nearly 50 employers in western Pennsylvania who are hiring for jobs and internships.


Participate in virtual information sessions from April 16 through May 11 to learn more about these opportunities. Register for these sessions on Handshake by following these steps:

1. Log in to your Handshake account at calu.joinhandshake.com or the Handshake Jobs & Careers app.
2. Click on the Events tab.
3. Search for virtual events, or for events with "PASSHE West" in the title. Be sure to RSVP!
4. On the scheduled day/time, just click on the live URL on the event page to join the event.

 **Return your parking permit (if applicable).**

Contact Mary Kirk (kirk@calu.edu) to request a pre-paid envelope you can use to return your permit. Or mail permits directly to:


*California University of Pennsylvania
Office of Parking and Transportation
250 University Ave., Campus Box 46
California, PA 15419*

 **Teachers: Submit completed Cal U coursework from a graduate degree and/or certificate program to be reported to PDE in order to fulfill your Act 48 or Act 45 requirements.**


Act 48/45 hours are not automatically uploaded by the University; we must receive written request in order to do so. All coursework completed at Cal U after your initial teaching certification was issued will count towards PDE's Act 48 or Act 45 requirements. Find the required submission from by searching "Act 48" on the Cal U homepage.

 **Don't forget that your vote matters.**

The date of the primary election in Pennsylvania has changed from April 28 to June 2, 2020. Registered voters can apply for a new mail-in ballot online.

 **Remember that you can keep your Cal U email account forever.**


Don't miss out on updated information sent to your Cal U account about our December 2020 ceremonies and more! Update your email password when prompted after graduation and keep your account active by simply using it occasionally.

 **Anticipate an email soon about "GradSlides" (sponsored by PSECU).**


You will be sent a link to upload your photo, name, and other information that can be included in our interactive Commencement program. This is a great opportunity to show off your new mortarboard along with your red "2020" tassel from the Alumni Association!

 **Stay engaged with fellow graduates and staff: "Cal U Together Apart."**

1. Virtual resources and calendar of events, courtesy of Student Affairs, can be found online through The Cal Times, your student newspaper: <https://www.caltimes.org/>.
2. Support Services are available remotely and are available to all students during this time just as they would be on campus. If you are struggling to find the resources you need to complete your coursework, maintain your mental or physical health, address food insecurity, or any other issue that presents a barrier to success, please contact Rachel Michaels at michaels_r@calu.edu for assistance.

 **Keep an eye on your mailbox in mid- to late June for another graduation mailing.**

The June mailing of graduation-related items will include your diploma(s) and a printed Commencement program, with a link to the interactive program.

 **Visit our Commencement webpages for up-to-date information on graduation and plans for our December 2020 ceremonies.**

CONGRATULATIONS, CLASS OF 2020!

CAL U