Graduation Preparation Checklist -- Undergraduates

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
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<tbody>
<tr>
<td>- Complete <strong>Academic Record Audit</strong> (i.e., Senior Audit) with the Metropolitan School of Professional Studies Dean's Office.</td>
<td>Once you have earned 90 credits.</td>
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| - If you received **Federal Financial Aid** while at CUA, you are required to complete **Loan Exit Counseling** prior to leaving or graduating so that you will know your rights and responsibilities.  
  - To determine how to access the exit counseling website specific to your loan situation, please contact the CUA Office of Financial Aid at 202-319-5307. | During your expected graduation term. |
| - Complete the **Diploma Application** Online  
  - Go to: [https://cardinalstation.cua.edu](https://cardinalstation.cua.edu)  
  - Select the “Student Self-Service” link on the left menu,  
  - Select the “Student Center” link on the left menu,  
  - On the “Academics” page/tab, click on “Verify Your Expected Graduation Term” (will be in red),  
  - Click on the “Graduation Apply” link. | Diploma application deadlines can be found on the Academic Calendar at [http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm](http://enrollmentservices.cua.edu/Registration-and-Records/AcademicCalendar.cfm).  
  If you have missed the deadline, please contact the CUA Office of Enrollment Services at 202-319-5300. |
| - **Clear any holds** (e.g., financial, library, health, etc) that may be on your record. You may view your holds by logging in to your Cardinal Station account: [https://cardinalstation.cua.edu](https://cardinalstation.cua.edu).  
  - For financial holds, please contact the CUA Office of Enrollment Services: 202-319-5300.  
  - For health holds, please contact CUA Health Services: 202-319-5744.  
  - For library holds, please contact the CUA Mullen Library: 202-319-5070.  
  - For Dean’s holds, please contact MSPS: 202-319-5256. | CUA hosts one commencement event each May. Students completing their degree programs in Summer, Fall, and Spring terms are invited to this event. |
| - If you are planning to attend the **Commencement exercises**, please visit [http://commencement.cua.edu](http://commencement.cua.edu) for details.  
  - Graduation candidates order their caps and gowns and other graduation items such as customized Commencement announcements, thank you notes, diploma frames and appreciation gifts through the CUA Bookstore: [http://www.bkstr.com/Home/10001-10559-1](http://www.bkstr.com/Home/10001-10559-1). | |

If you have any questions, please do not hesitate to contact the Metropolitan School of Professional Studies office at 202-319-5256.