

Degree Conferral Application Instructions For Students

Students should meet with their advisor to verify their eligibility for degree conferral either in the Fall semester or early in the Spring semester prior to the graduation term. Students can apply for their degree through [myRedDragon](#).

Access myRedDragon

1. Enter your username and password on myRedDragon.



2. Select the "Student" tab.
3. Select the "Degree Conferral and Graduation" link in the Registrar channel.
4. Select the "Apply for Degree Conferral" link.

Apply for Degree Conferral

It's important to note that "degree conferral" differs from "Commencement." Degree conferral is the official process used to grant you your degree. Conferral is a multi-step process, where your advisor, associate dean and the Registrar's Office verifies requirement completion.

- 1.) Review important information on the first page.

Important Information

Candidates for degrees - whether or not the candidate is participating in Commencement - must apply for degree conferral. Commencement ceremonies only occur in the Spring semester at SUNY Cortland. For this reason, students completing the degree in qualifying Fall and Summer semesters are also eligible to participate in the ceremony. Students should meet with their advisor to verify eligibility in the Fall semester or early in the Spring semester prior to conferral.

Application Availability

Degree conferral applications are available during the following timeframes. Please review the [Degree Conferral page](#) for complete eligibility information and related policies.

- Regular Fall Degree Conferral Application: Apply Oct 1 to Dec 15
- Spring Degree Conferral 2017 Application: Apply November 15 to Mar 1
- Summer Session Degree Conferral Application: Apply Jan 15 to July 15
- Early Fall Degree Conferral Application: Apply Jan 15 to March 1

- 2.) Select your eligibility term.

You should select the current term or your last term of attendance to be assured the proper curriculum rules are selected. This is ONLY used to verify eligibility for the application, and may not correspond with your degree conferral term or commencement term.

Eligibility Term

C00670312 Joe D. SUNY
Sep 08, 2016 07:23 am

Please select the term.

This is the current term which is used to determine your eligibility, and may not correspond your graduation term. Your graduation term will be chosen on the next page(s).

Select a Term:

3.) Select the curriculum you wish to apply for.

Confirm that your curriculum information is accurate and up-to-date.

Select Curriculum

Your Degree Program

Level: Undergraduate
Program: BA Sociology
College: College of Arts & Sciences
Major and Department: Sociology, Sociology/Anthropology

Your Degree Program

Level: Undergraduate
Program: BA Communication Studies
College: College of Arts & Sciences
Major and Department: Communication Studies, Communication Studies

NOTE: If any of this information is not accurate, please contact your advisor immediately and do not proceed.

If you have multiple majors or degrees, you will need to complete the process for EACH curriculum.

If you receive a message stating that no curriculum is available, it may be for one of the following reasons:

- You have already applied to graduate.
Click "View Conferral Applications" at the bottom of this page to review your applications.
- You do not have the required credit hours.
Review the Registrar's website page for more information.
- The application is not available yet.
Review the Registrar's website for application dates and deadlines.

4.) Select the degree conferral term.

The conferral term is the term where you are officially awarded the degree. The term may not correspond to the Commencement term, which only occurs in Spring. You must complete ALL requirements by the end of this selected term. Requirement completion includes general education, local requirements, foreign language, writing, liberal arts, credit hours, GPA, workshops, student teaching, internships, fieldwork and exams. In addition, all incomplete grades (INC) or late grades (LG) must be resolved before the term ends.

If you will not complete by the end of any of the available terms, you may not complete an application at this time. Please select your appropriate term when the application window opens.

Commencement participation is confirmed in later steps, and the term entered here does not necessarily correspond to the Commencement term.

Curriculum
Your Degree Program
Level: Undergraduate
Program: BA Sociology
College: College of Arts & Sciences
Major and Department: Sociology, Sociology/Anthropology

Select Graduation Date
Graduation Date:*

5.) Select your Commencement attendance response.

Indicate whether or not you will participate in commencement. This DOES NOT provide you with Commencement tickets or permit you to select a ceremony. This is used to provide the President's Office with names and contact information for Commencement attendees. You will be contacted by the President's Office before Commencement sign-up, which occurs in mid-March.

Commencement Ceremony Participation C00670312 Joe D. SUNY
Sep 08, 2016 07:28 am

Please indicate if you will be participating in the commencement ceremonies in the upcoming spring term.

All Commencement ceremonies are held in the Bessie L. Park Class of 1901 Physical Education and Recreation Center Alumni Arena.

The College has expanded the number of ceremonies due to the size of its graduating classes. Students will confirm and select a Commencement ceremony online on a first-come, first-served basis-beginning in March. You will receive an email from the President's Office when the date nears.

If you select UNDECIDED, it is your responsibility to contact the Special Events Office in the Office of the President to confirm your attendance if you choose to participate.

If you have any additional Commencement questions, please email: Special.EventsOffice@cortland.edu.

Select Ceremony Attendance
Attend Ceremony: Yes No Undecided

If you select YES you will be included in the attendance roster, and will receive ticket information. If you select NO you are indicating that you will not participate in Commencement and will not receive information. If you select UNDECIDED/NO ANSWER, it is your responsibility to contact the Special Events Office in the Office of the President to confirm your attendance if you choose to participate.

6.) Select your diploma mailing address.

Select a current, on-file address or enter a new address.

Diploma Mailing Address Selection C00670312 Joe D. SUNY
Sep 08, 2016 07:29 am

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses:*

To create a new address for mailing, select the NEW option in the drop-down box. You will be prompted to confirm the address in all cases. Please note that we cannot ship diplomas to a post office boxes.

7.) Confirm or enter the diploma mailing address.

If you selected NEW, you will enter the address here. If you selected an existing address, please confirm for accuracy.

Diploma Mailing Address Selection

C00670312 Joe D. SUNY
Sep 08, 2016 07:29 am

Please enter or confirm the address below. This address will be used to ship your diploma. Please note that PO Boxes cannot be used for diploma mailing.

* indicates required field

Mailing Address For Diploma

Street Line 1:*	123 Neighborhood Street
Street Line 2:	
Street Line 3:	
City:*	Cortland
State or Province:	New York
ZIP or Postal Code:	13760
Nation:	None

8.) Check your entries.

Please be certain your entries are accurate. You will not be able to edit this application at a later date. If anything changes regarding your degree or program, you must contact the Registrar's Office to update the record. **Be sure to click the "SUBMIT REQUEST" button to finalize your application.**

Confirm Your Entries

C00670312 Joe D. SUNY
Sep 08, 2016 07:29 am

This is a summary of the information that will be submitted for your degree conferral application. Please confirm the information below. If anything is incorrect, you are required to make changes before submitting your application.

Please be sure to click the SUBMIT BUTTON at the bottom of the page to finalize your entry.

Graduation Date

Term: Fall Term 2016

Ceremony

Attend Ceremony: Yes

Diploma Mailing Address

Street Line 1: 123 Neighborhood Street
City: Cortland
State or Province: New York
ZIP or Postal Code: 13760

9.) Print and retain the confirmation page.

After you click submit, you will receive a final confirmation page. We strongly suggest you print and retain this page. The confirmation page contains important information regarding commencement, ticket selection and the next steps in the process. **If you do not receive a page similar to the one below, you have not completed your application.**

Successful Submission

Congratulations! Your application has been officially submitted to the Registrar's Office. You are able to make changes to your conferral date, address and name preferences by using the link to the change form provided on the menu page. Please be sure to consult with your advisor when making conferral date or program changes.

Commencement Ceremony Information

Commencement is managed by the Special Events Office within the Office of the President.

Students will confirm and select their preferred Commencement ceremony on a first-come, first-served basis online beginning in March. You will receive an email from the President's Office with specific directions when the date nears. If you have specific questions concerning Commencement, please email: Special.EventsOffice@cortland.edu.

Special Person Recognition

Students have the option to identify a special person who was instrumental in helping them achieve academic success.

- [Identify a Special Person](#)

We suggest you print this page for your records and reference.

10.) Optional: Use the link on the confirmation page to identify a special person.

This field allows you to select a special person you would like to recognize when your name is read at Commencement.

The screenshot shows the 'Special Person Recognition' form on the SUNY Cortland website. At the top left is the SUNY Cortland logo. The title 'Special Person Recognition' is in red. Below the title is a paragraph explaining the tradition: 'In the 2003-2004 academic year, President Eric Bitterbaum established a new commencement tradition at SUNY Cortland. All graduates are asked to designate a "Special Person" who was instrumental in helping them to achieve academic success culminating at commencement. The name of your special person will be read immediately following your name as the president congratulates you on this happy occasion.' The form includes a text input field for 'Your Cortland ID *' with 'C00' entered. Below that is a 'My Preference *' section with two radio buttons: 'I DO want to recognize a special person.' (which is selected) and 'I DO NOT want to recognize a special person.'. There is also a text input field for 'Special person(s) you wish to recognize.' and a 'Submit' button at the bottom.

11.) You may review your active applications at any time.

You can review your application at any time if you need to confirm any information. Click the "View Graduation Application" link on the menu page, or at the bottom of any of the application pages. If you need to make changes, please be certain to consult your advisor and the Registrar's Office.

Graduation Application

 View active graduation application(s).

Graduation Application

Name: Joe D. SUNY
Application Number: 1
Request Date: Sep 08, 2016
Application Status: Active Application
Application Status Date: Sep 08, 2016

Graduation Date

Date: Dec 24, 2016
Term: Fall Term 2016
Year: 2016-2017

Ceremony

Attend Ceremony: Yes

Diploma Mailing Address

Street Line 1: 123 Neighborhood Street
City: Cortland
State or Province: New York
ZIP or Postal Code: 13760