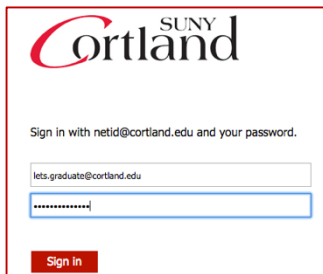


Students should meet with their advisor to verify their eligibility for degree conferral either in the Fall semester or early in the Spring semester prior to the graduation term. Students can apply for their degree through [myRedDragon](#).

Access myRedDragon

1. Enter your username and password on myRedDragon.



The screenshot shows the SUNY Cortland login page. It features the university logo at the top, followed by the instruction "Sign in with netid@cortland.edu and your password." Below this are two input fields: one for the username (containing "lets.graduate@cortland.edu") and one for the password (masked with asterisks). A red "Sign in" button is located at the bottom of the form.

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. Verify personal data information.

Degree Conferral

Degree conferral is the formal, official process of applying for and receiving your degree. **Commencement** refers to the ceremony that students can choose to participate in. Ceremony participation is permitted for any of the conferral dates on this application.

- All STUDENTS who successfully complete this application are eligible to participate in the May Commencement Ceremony.
- The degree conferral term you select MAY NOT correspond with the Commencement ceremony term, since Commencement ONLY occurs in May each year.
- It is VERY IMPORTANT to select an accurate and proper degree conferral term to avoid any delays in receiving your degree and diploma.
- Choosing an alternate, earlier timeframe that is not accurate or achievable may delay in the processing of your application.
- The Registrar's Office may require advisor sign off for degree applications that do not meet the normal credit hour thresholds.

First Name

Last Name

Email Address

C#

2.) Select degree type if applicable.

If none of the options apply, you do not need to make a selection.

Please indicate if you are any of the following:

- Dual Degree (e.g.: BA and BS)
- Dual Major (e.g.: BA in Sociology and BA in Art & Art History)
- Turkish Dual Degree Student
- International Student

3.) Review the total credit hours earned and your current registered hours. Confirm that you will complete in the timeframe identified. If you select a different timeframe, you will be required to identify how you plan to complete earlier than expected.

Based on your earned credit hours and the current term, you can expect to have AT LEAST THREE TERMS of coursework in order to complete your requirements.*

- My requirements will be completed in 3 Terms
- I expect to complete my requirements in a different term

4.) Review important information on the second page.

Important Information:

The values you indicate below will determine what is printed on your diploma, and where it will be sent. This information is also important so we can communicate with you after your degree is conferred.

- SUNY Cortland will continue to communicate with you regarding your official record and your degree using your official record and your degree using your Cortland.edu email address only. **Please be sure to monitor your email for important information and to resolve issues related to degree conferral.**
- Below you may choose to provide a post-graduation email address and/or mobile number. They will be used for post-degree communication from the College including correspondence from the Alumni Association and Career Services.

5.) Enter a post-graduation email address and mobile number.

Post-Graduation Email Address

Post-Graduation Mobile Number

6.) Indicate participation 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.

Do you plan to attend the Commencement Ceremony in the Spring?*

- Yes
- No

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.

7.) Indicate how you would like your name to appear on your diploma.

How would you like your name to appear on your diploma and in the Commencement program?

We cannot print names that differ from the official first and last name.

More information about changing your name can be found at, <http://www2.cortland.edu/offices/registrar-office/forms/personal-data-change.dot>

First Name

Middle Name

Last Name

Suffix

8.) Select your diploma mailing address.

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

Where would you like your diploma mailed?*

- Permanent Address on File
- Other (Input Address)

Shipping Address: You must input the correct address to receive your diploma. You must make any address changes by the posted dates.

To create a new address for mailing, select the OTHER option radio button. You will be prompted to confirm the address in all cases. Please note that we cannot ship diplomas to a post office box. If you selected Permanent Address on File, please confirm for accuracy.

9.) Indicate a military status.

Have you served in the U.S. Armed Forces?*

- Yes
- No

10.) Check your entries on the confirmation page. Print and retain the confirmation page.

Please be certain your entries are accurate. You will not be able to edit this application at a later date. We strongly suggest you print and retain this page. 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" button to finalize your application.


Confirmation Page

Please review your record for accuracy. You may use the navigation buttons at the bottom of the page if changes are required. **You must click the 'Submit Form' button at the bottom of this page to finalize your application.**

11.) After your application is accepted, you may review your active applications at any time after 3 business days.

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