

Step by Step Guide to Apply for Graduation

Step 1:

Ensure that you have met degree requirements and that your specialization is correct:

- Go to your Mosaic Student Centre and click on the 'Academics' tab to view your specialization.
- Ensure that you have completed (or have received transfer credits) for:
 - SGS 101 & SGS 201
 - W610 & W611 (for FT and Co-op students only)
 - all ten 600 level courses
 - P700 & P720
 - 8 additional 700 level courses
- Please make an appointment with an Academic Advisor if you have any concerns regarding the degree requirements.

Step 2:

Apply for Graduation

- Go to your Mosaic Student Centre Home page and click on the pull down menu under the 'Academics' heading
- Select 'Apply for Graduation' and follow the steps for Graduate Students.

Step 3:

Complete the 'Graduate Information Centre Online Form' located on the Registrar's Office web site. This is necessary to either confirm your intention to attend the convocation ceremony and reserve tickets for guests or to confirm that you will NOT be attending the event and to make arrangements to receive your degree following the event.

Other important notes regarding degree completion

- The student experience office is not able to provide any documentation regarding degree completion until all of your final grades have been posted to Mosaic at the end of the term.
- The Registrar's Office manages all matters relating to the graduation ceremony and the physical degree.
- The MBA Student Association (MBAA) coordinates the MBA rings, ring ceremony and Graduation photos.
- Please feel free to book an appointment with an Academic Advisor or email us at askmba@mcmaster.ca if you have any questions or concerns. (Always include your student number in any written communication.)