

Graduation FAQs – 2023 – 2024 for Degree Candidates

Application & Degree Conferral Questions

- 1) **How do I apply to graduate?** Complete your Graduation Application via Self-Service.
- 2) **Can I apply to graduate if I have an outstanding balance on my student account?** Yes, you can apply to graduate but your graduation application will not be audited until your account is cleared.
- 3) **What happens after my graduation application is submitted?** You will receive a confirmation of receipt by email. The Office of the Registrar will audit your graduation application at the end of the term when **all grades are posted** to ensure completion of degree requirements. Once your audit is completed, your degree will be conferred. You will receive a Degree Conferral Notification email.
- 4) **When do I receive my diploma?** Diplomas will be sent out via mail or courier approximately 2-3 months following the term in which you complete your degree. You will receive an email from the Registrar when they are available.

5) **What if I need a letter confirming my degree completion?**

Letters of completion will be issued by the Registrar **UPON REQUEST** ([request form](#)) so students can have a formal document stating that they have completed their program at Adler University for job search, immigration, or registration purposes.

Such letters can only be issued

- *all grades are entered**.*
- the student has no outstanding balance
- the graduation application fee is paid in full
- **After** you receive email notification that your Degree has been conferred; letters will be sent to students **ONLY**

******Please check your unofficial transcript which can be found on [self-service](#) to verify that all your grades are posted before making this request. ******

For students in the **thesis program**, the thesis requirement must also be met (i.e. thesis has been defended, thesis submission process is completed, and grades are entered) before a program completion letter is issued.

For **Doctoral students**, the dissertation requirement must also be met (**Please contact Ekam Badyal** (ebadyal@adler.edu) to ensure that all dissertation requirements are met) before a program completion letter is issued.

6) What if I need a conferred transcript?

Degrees can only be conferred after graduation audits are completed. **Conferred transcripts will be available 3 weeks after the last day of the term in which you have completed your degree.**

The form for transcript request is on the Registrar's page.

<https://connect.adler.edu/studentservices/registrar/Pages/default.aspx>

Regalia:

- 7)** The University rents regalia for each student to wear during commencement. The gown size is determined by your height and weight. Please submit your regalia information via the [web form](#).

Adler email and the commencement ceremony:

- 8)** Students should check their Adler email account to receive information regarding the commencement ceremony, their degree, regalia, tickets, etc. If you want to provide a personal email to receive graduation ceremony information, please ensure you submit this through the [web form](#).

Ceremony Questions

- 9) When is the graduation ceremony?** Adler University hosts one commencement ceremony per year. Students who complete their degree requirements in Fall 2023, Spring 2024 and Summer 2024 are eligible to participate in the 2024 Commencement ceremony scheduled in Fall 2024. The details of the ceremony, including date, time and location will be communicated in the Spring of 2024.
- 10) How many tickets will I receive for the graduation ceremony?** We will release more information about tickets and how guests can participate as it becomes available in the months leading up to the ceremony. Generally speaking, students can expect to receive an initial allotment of guest tickets with the ability to request additional tickets.

Facilities Questions

- 11) Will I still have access to the Adler Vancouver campus?** Yes! We always welcome visits from our alumni and hope you will join us for alumni events. If visiting campus, please make sure to register at the security desk at 520 Seymour.
- 12) Will I still have access to my @adler.edu email, OneDrive and the MS 365 programs?** You will still have access to your @adler.edu email address as an alumni but the access to the OneDrive and MS365 license will end once your program is completed. Please make sure you remove any documents/files from the OneDrive folder. Before you graduate, you may want to purchase a new

MS 365 license at a reduced rate through our software store. More details are here:

<https://connect.adler.edu/campuslife/technology/Pages/Links.aspx>

13) Will I still be able to utilize the library resources as an alumni? There is limited access to the library services and resources here as an alumni. The alumni library privileges are explained here:

<http://library.adler.edu/alumni>

StudentCare and Health Insurance Questions

14) How can I continue my StudentCare and health insurance? If you have retained your StudentCare and health insurance, it is valid until August 31, 2024.

15) Is there a health insurance for alumni? Yes, students who were covered by StudentCare and continue their health insurance via the [Continuum Plan](#). You must enrol within 30 days of August 31, 2023 to be eligible to use this plan. Full details are here: <http://www.continuumplan.com/>

16) As a study permit holder, what will happen to my MSP coverage?

If you are leaving BC or Canada temporarily, permanently **or** you are changing from a study permit holder to a work permit, please contact the MSP office to update your account status. You can read more about this on the [MSP site](#).