1. Log into CLC Student Portal at the bottom of the CLC Website:

2. Click on Systems & Apps

3. Launch Student Center

On Dashboard

Student Center
Register, view/pay bill, see financial aid info, and more...

Launch

4. Click on the Graduation tile on the Student Homepage:
5. Click on **Request to Graduate** on the left sidebar:

6. Verify the name you want on your diploma, and update if needed:

   ![Diploma Name Form](image)

   - **Diploma Name**
     - Enter your name EXACTLY as it should appear on your diploma. Diploma name must be a form of your name on file.
     - *First Name*: Tom
     - Middle Name: E
     - *Last Name*: Test

7. Select the term you will complete your program:

   ![Expected Graduation Term](image)

   - **Expected Graduation Term**
     - Select the term you will graduate. Your degree or certificate will be awarded at the end of the term.
     - *Summer 2021*

8. Select the degree or certificate you are completing. Click on the + to add rows if you are finishing more than one degree or certificate:
9. Tell us if you plan to continue at CLC after you graduate. If Yes, tell us what your new program will be.

10. Click **Submit**:

   Your records will be reviewed during the term you plan to graduate, and can take several weeks. You will receive your graduation status to your CLC email when the review is complete.

11. Click **Ok**:

   Your Graduation Status will be updated in 1-3 days. Click OK to continue.