CERTIFICATE COMPLETION CHECKLIST

Before and during your final semester

☐ Contact your Program Coordinator to make sure you are registered for the courses needed to fulfill your remaining requirements.

☐ Check your audit on u.Achieve or your Program of Study to make sure all requirements are completed or are being completed with coursework you are enrolled in. If you have any questions or concerns, contact your Program Coordinator.

☐ Apply for certificate completion on MyBradley or MyOnline. All students wishing to earn a certificate must apply to graduate. The deadline to apply is the three weeks into the semester.

☐ Complete exit counseling for any student loans or financial aid you received. You will receive emails if you applied to graduate.

Receiving your certificate

Certificates are posted to student records roughly 3 weeks after the final day of the regular semester. Certificates are mailed out 6-8 weeks after the final day of the regular semester.

☐ Check MyBradley or MyOnline for any holds that could prevent the mailing of your certificate.

☐ Check your certificate address in MyBradley or MyOnline to ensure your certificate is mailed to the correct location.

☐ Order transcripts via the Registrar's Office if you will be needing them for professional licensing, certification, or employment purposes. You can place your order before certificates post but be sure to specify "After Certificate is Posted" when ordering to ensure your transcript is sent after your Certificate is conferred.

☐ Check the Graduation Info page of the Registrar's Office site for more Frequently Asked Questions regarding Certificates.