



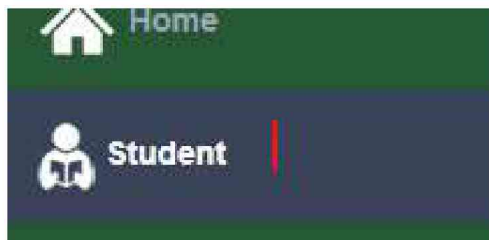
Illustration Guide: Intent to Graduate

Summary

Beginning with Spring 2027 graduation, Columbia State will transition from the paper Application for Graduation to an online application. Students who have completed at least **40 hours toward an associate degree** may submit an Application for Graduation. Students completing a technical certificate may apply without the hour requirement. Graduation is applied to a specific semester, so students should apply for the semester in which they will complete their degree requirements.

Steps to Apply for Graduation

1. Log into MyCN [Columbia State Community College - Sign In](#)
2. Click on Student – Intent to Graduate



3. Verify Your Program

Verify that your current program/major is correct. If you need to change your major, you must complete the Change of Major Form before continuing.

If your program is correct, select the bubble next to your program and click Continue.

Important: The term displayed on this screen is not your graduation term. It represents your most recent term of enrollment.

Spring Semester 2026		
 Current Program		
Associate of Applied Science		
Level	Program	College
Undergraduate	AAS degree Medical Lab Technol	Columbia S
		

4. Select your Graduation Date

Graduation is awarded for a specific semester, so make sure you select the semester in which you will complete your degree.

Commencement Participation

If you submit your graduation application before the commencement deadline, you will be asked whether you plan to participate in the commencement ceremony.

If you have questions about commencement, please contact graduation@columbiastate.edu.

Graduation Ceremony Attendance

Graduation Date *

Date: 12/11/2026 Term: Fall Semester 2026

Will you attend the ceremony?



Yes



No

Back

Continue

5. Enter Your Diploma Name

Enter the name you would like printed on your diploma. You can select your current name or choose New to enter a different name.

Please double-check the spelling of your name before continuing.

This screenshot shows a web form titled "Name". At the top, there is a light blue information bar with an icon and the text: "Enter the name to be printed on your diploma. Use 'One of your Names' to select or d". Below this, the text "Name" is followed by "Test Student". A red asterisk indicates a required field. The main section is titled "Select a Name for your Diploma *". It features a dropdown menu with "Select" as the current selection. The dropdown is open, showing two options: "New" (highlighted in blue) and "Current Name (Test Student)".

6. Enter Your Diploma Mailing Address

Enter the mailing address where you would like your diploma sent. You can select your current address or choose New to enter a different address.

Please double-check the address to make sure it is correct before continuing.

This screenshot shows a web form titled "Mailing Address For Diploma". At the top, there is a light blue information bar with an icon and the text: "Please select State (Province) and Zip (Postal Code) or select Nation to proceed". Below this, the text "One of your Addresses *" is followed by a red asterisk. The main section is a dropdown menu with "Select" as the current selection. The dropdown is open, showing two options: "New" (highlighted in blue) and "Permanent Student Address Testing Street". At the bottom of the form, there are two buttons: "Back" and "Continue".

7. Review and Submit Your Graduation Application

Carefully review your Graduation Application Summary before submitting.

Be sure to double-check your:

Graduation Term

Diploma Name

Diploma Mailing Address

Program/Degree

If everything is correct, click Submit Request.

Diploma Name	
First Name	Last Name
Test	Student
Diploma Mailing Address	
Street	City
Testing Street	Thompsons St
Curriculum	
Current Program	
Associate of Applied Science	
Level	Program
Undergraduate	AAS degree M

Back

Submit Request