This is a reference for undergraduate students completing their degrees in May 2022.

The Registrar’s Office hopes this will help you understand the key dates and the details of how and when my staff and I will involve you, as we finalize your transcript and diploma and prepare your record for conferral of a May 2022 degree.

1) **Starting Thursday May 12th at 6pm**: my.mtholyoke should begin to show your spring grades --- at least in Mount Holyoke courses. Some grades in spring Five College courses may also be visible, but many will not be available yet. We will continue to work with our Mount Holyoke and Five College colleagues to process and post remaining final grades as they arrive.

2) **From now through May 20, please check your MHC email daily**. If any academic issues, financial holds, or other issues arise that might prevent us from being able to confer your degree, finalize your listing in the commencement program, and/or release your diploma, this is the period during which my staff or I will write to you.

Your daily email check will ensure you hear from us promptly and can then speedily work with us to resolve any remaining issues. Please note that we work with student records on a rolling basis during this period as we receive new information and work through segments of the senior class, so stay tuned throughout this period. We'll reach out to you if there are issues. No news (emails from us) will be good news!

3) **Tuesday May 17** - Content for the printed Commencement program will be finalized on this date. Seniors with incompletes or missing grades at Mount Holyoke or any of the other Five Colleges may not have all their final grades on May 17. There may be a difference between the printed program, reflecting the information (including GPA-related honors) available as of May 17, and what will be recorded on these students’ finalized transcripts and the diplomas they will ultimately receive. Final grades that come in after May 17 but through June 8 can still qualify students for a May 2022 degree and will be reflected in their finalized transcripts and diplomas.

4) **Friday May 20 late afternoon** -- we will send you honors notifications via email if your degree will be conferred with GPA- and/or thesis-based graduation honors, such as cum laude, magna cum laude, summa cum laude, with honor, or with high honor. This Friday May 20th late afternoon mailing is the earliest that honors information will be released.

5) **Sunday May 22** – Commencement for the class of 2022. Diplomas will be handed out to all those already cleared for May 2022 degree conferral and with finalized graduation honors.

6) **Between May 20 and June 3**, it is vital that you review your unofficial transcript in my.mtholyoke thoroughly to make sure it is correct and complete. It will not yet include your degree nor any degree-related honors you will be awarded but all course information should be complete and correct. If there is an error or a course missing from your transcript, you should meet with your academic dean and then, if advised by your dean to do so, submit a petition to the Academic Administrative Board (AAB) asap this summer to request a correction. There is only one final AAB meeting in September before your transcript will be permanently sealed on September 30, 2022. Once sealed, no changes to your record, under any circumstances, will be possible.

7) **May 30 through June 3** --- College offices (including the Registrar’s Office) will be closed for this week. We will re-open Monday June 6.
8) **Wednesday June 8** is the very last day to be cleared for a May 2022 degree. So all final grades must be recorded (including all incompletes resolved) and your GPA and transcript finalized by this date to be awarded a May 2022 degree.

9) **On June 9**, all May 2022 degrees and any graduation honors/awards listed in the Commencement program will be added to the graduates' *official* transcripts. Transcripts including degrees and recent honors will not be available to order before this date. We must post all awards and validate degree posting before transcripts for May 2022 degree recipients can be released.

10) **Starting June 9**, you may order an official transcript that shows your degree conferred and graduation honors recorded. These transcripts will be printed beginning June 10. To order transcripts:
    - Use my.mtholyoke between June 9 and June 30, 2022. The per copy charge for standard transcript requests submitted during this period will be added to your student bill.
    - After June 30 or if you need an official transcript express-mailed, visit this page to request your transcript, as my.mtholyoke will no longer accept transcript requests from 2022 graduates: [https://www.mtholyoke.edu/registrar/transcripts](https://www.mtholyoke.edu/registrar/transcripts).
    Notes: my.mtholyoke won’t accept transcript requests from alums on hold, nor can we process requests from those on hold until they have contacted Student Financial Services to get clearance for transcripts. Also note that unofficial transcripts are not provided for alums.

11) **Between June 16 and 27**, we will mail diplomas to those graduates who do not plan to attend Commencement and, therefore, who did not pick up their diplomas on Commencement Sunday or whose diplomas could not be released at Commencement due to late grades or financial holds since resolved.