



DEGREE & CERTIFICATE APPLICATION PROCESS UPDATE

GRADUATION APPLICATION PROCESS



PREVIOUS GRADUATION APPLICATION PROCESS (PRE-4/28/25)

Application Initiation

Students met with academic counselors who submitted graduation applications on their behalf.

Initial Review and Audit

Admissions Office reviewed applications using DegreeWorks POS audits to verify course completion and progress.

Petition Evaluation and Notification

Students not meeting requirements were notified of petition denials after evaluators checked counseling notes and emails.

Final Evaluation and Record Update

Evaluation is finalized after grades are posted



NEW GRADUATION APPLICATION PROCESS (POST-4/28/25)

Online Application Submission

Students can now submit graduation applications directly through their WebSMART accounts.

Programs of Study Update

Students must update and declare all desired Programs of Study before applying to graduate in WebSMART.

Application Limits and Support

Students may submit up to **five** applications; additional applications require contacting Admissions, with support available from multiple offices.

Confirmation and Resources

Upon submission, confirmation emails are sent to both students and Admissions, with detailed instructions and FAQs online.



EVALUATION AND SUPPORT



SUMMARY OF KEY CHANGES

FEATURE	OLD PROCESS	NEW PROCESS
Counselor Required	Yes	No (Recommended)
Submission Method	Submit with counselor	Online via WebSMART
Max Applications	N/A	5 (submit one at a time)



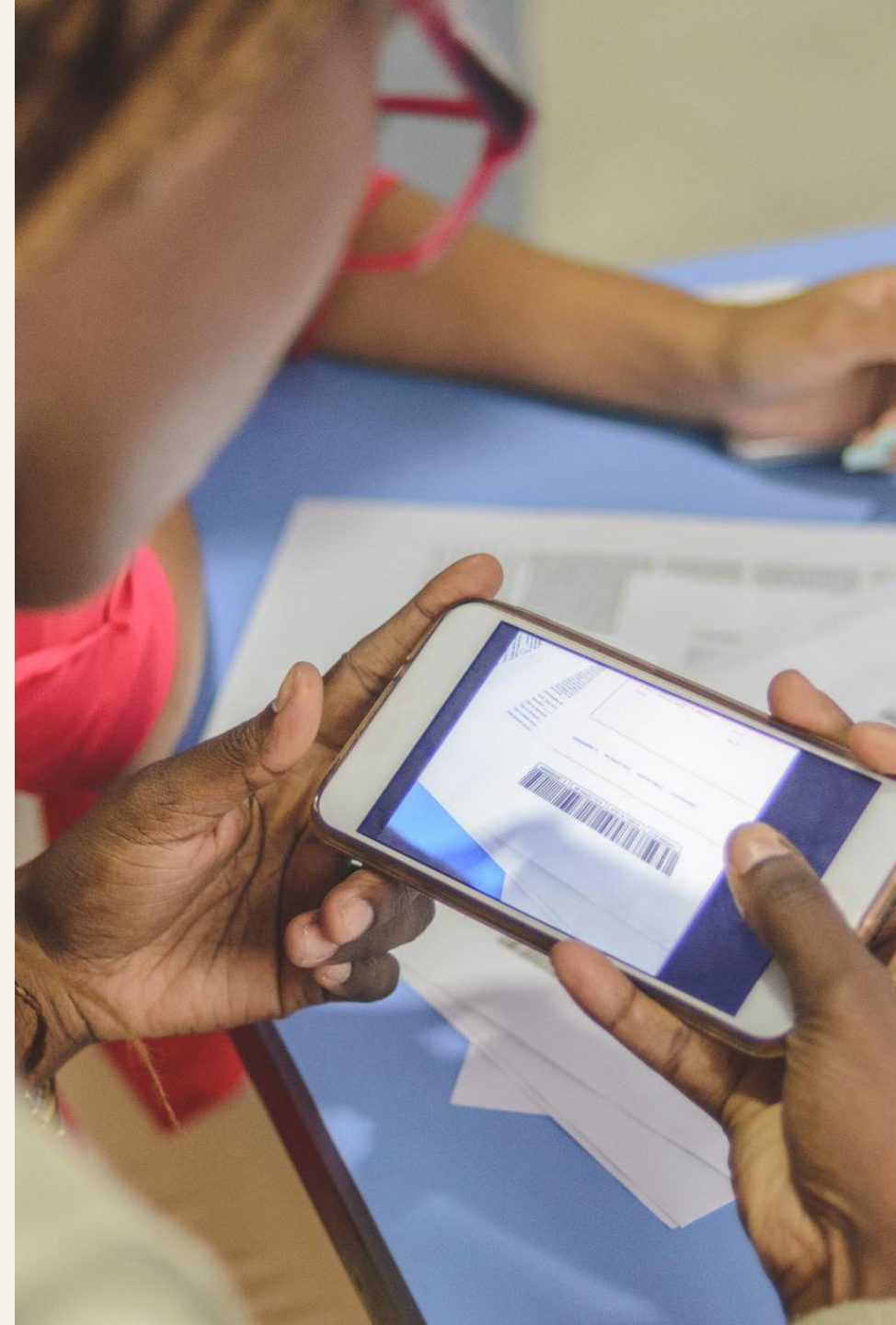
SUPPORT FOR STUDENTS

Multiple Support Channels

Students can access help from Admissions Office, Welcome Center, and Counseling staff for application assistance.

Comprehensive Online Instructions

Step-by-step guides and FAQs on Commencement and Admissions webpages provide clear application instructions.



NEXT STEPS



NEXT STEPS

Monitoring Student Adoption

Track how students use the new application process and collect feedback for improvements.

Collaborative Refinement

Counseling, Admissions, and IT teams will work together to solve challenges and improve the system.

Data-Driven Enhancements

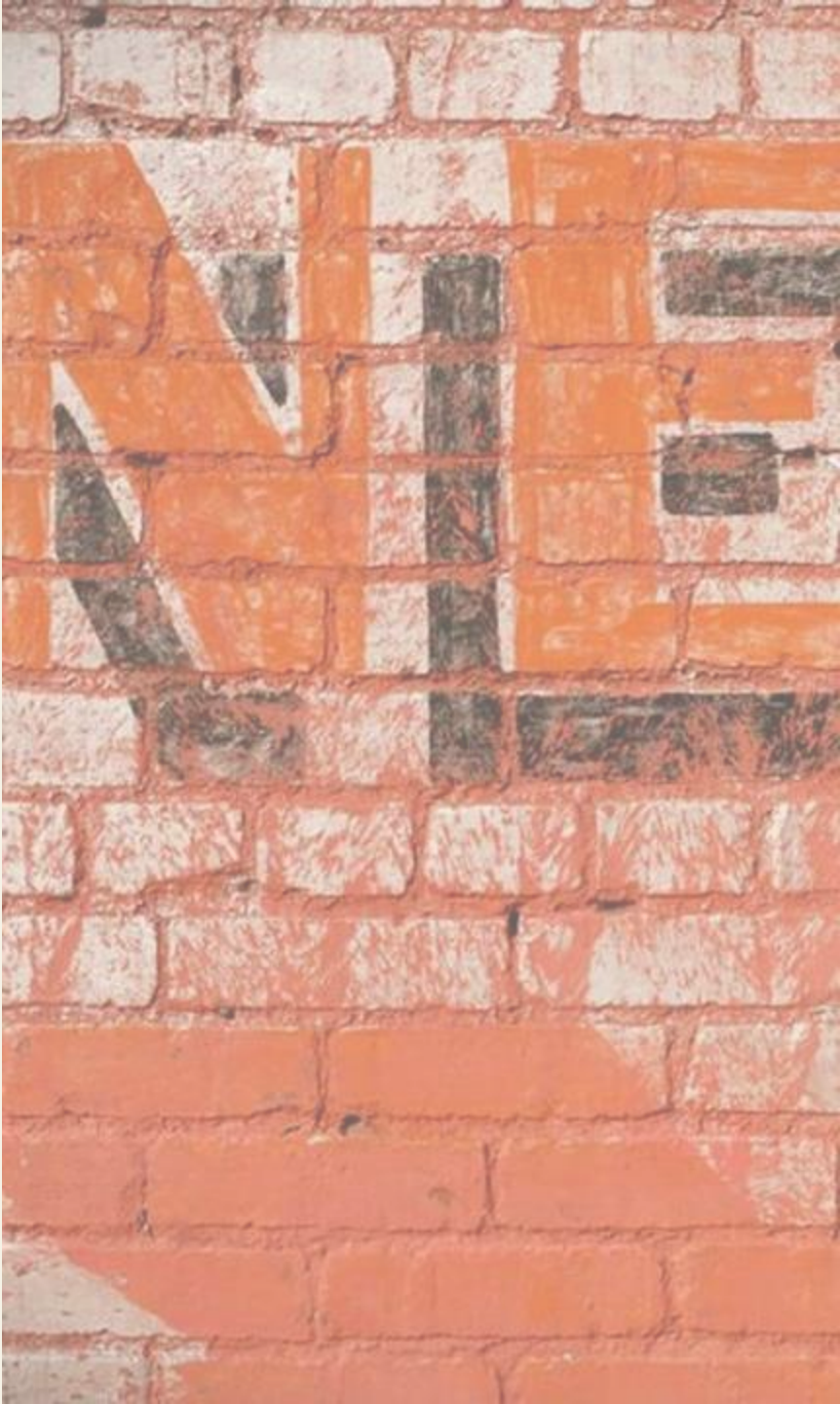
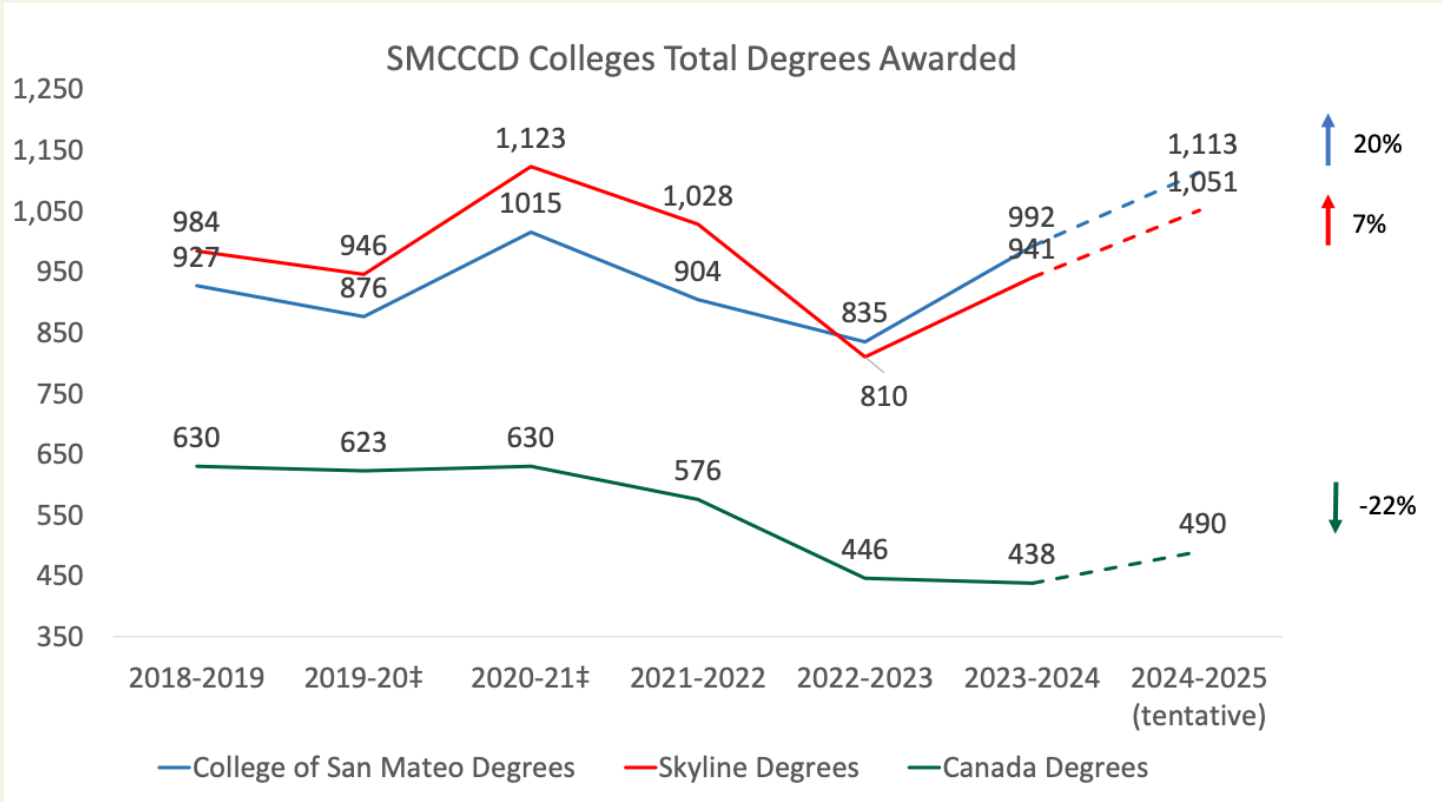
Analyze usage data and student experiences to guide future system improvements.

Meeting with counseling before graduation application submission:

Encourage students to meet with a counselor before submitting their graduation application to explore all the degrees and certificates they may be eligible for and address other issues.



DEGREE AND CERTIFICATE COMPLETION: STATE, DISTRICT, AND COLLEGE TRENDS FROM 2018-2025



SMCCCD COLLEGES TOTAL CERTIFICATES AWARDED

