

Application for Graduation through myCMTN

Applying for graduation will trigger a review of a student's academic transcript to assess whether or not they have met the program completion requirements for graduation.

This application will also allow students to indicate their intentions of attending convocation.

Once this application is submitted, no adjustments can be made. Please contact our enrollment services team at info@coastmountaincollege.ca if any corrections need to be made after submission.

Choose Graduation Overview from your myCMTN home page

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Student Tax Information Here you can change your consent for e-delivery of tax information.
 Banking Information Here you can view and update your banking information.	 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
 Course Catalogue Here you can view and search the course catalog.	 Grades Here you can view your grades by term.
 Graduation Overview Here you can view and submit a graduation application.	 Enrollment Verifications Here you can view and request an enrollment verification.
 Transcript Requests Here you can view and request a transcript.	 Nonacademic Attendance Here you can view your nonacademic attendance.
 Academic Attendance Here you can view your attendances by term.	 Social Insurance Number (SIN) Information Review or enter your Social Insurance Number.

Find your active Program of Study and click Apply under Application Status

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

Program of Study	Major	Application Status
Vendor Information tion	Business Admin Cert	Apply

Fill in each of the applicable fields in the Graduation Application

1. **Graduation Term** – Choose the term that you expect to graduate in from the drop-down menu.
2. **Preferred Name on Credential** – This does not have to be your legal name. If you prefer your credential name to be other than your legal name please indicate it here. If you have a traditional/indigenous name please include it here and both your government/legal name and traditional/indigenous name will be printed on this document.
3. **Phonetic Spelling** – This information will be used by our Master of Ceremonies at our June Convocation ceremonies. If you feel that a phonetic spelling would be helpful, please enter it here.
4. **Hometown and State/Province** – Please populate your hometown and province.
5. **What is your primary location?** – Enter your appropriate campus location.

If you want to attend convocation ceremonies in June please complete the next portion of this application.

6. **Commencement Location** – Choose the campus you wish to attend commencement ceremonies from the drop-down menu.
7. **Will you attend convocation?** – Toggle to the right to confirm attendance.
8. **Diploma Mailing Address** – If other than your current mailing address on file, please choose the option to Ship to a new Address and complete that new information.

9. Include name in commencement program? – Even if you don't plan to attend convocation you can still have your name printed in our commencement program. Toggle to the right to confirm.

10. Number of Guests (Maximum 3) – Enter 0-3 guest number

11. Cap and Gown Size – Our caps are one size, please indicate your height range in the drop-down menu.

12. Special Accommodations – use this field to let us know any pertinent information regarding the ceremony. Do you or your guest require accessible access or seating for example.

Once you click submit, the application will be received and assessed by our Student Records Department. You will receive an email directly from Student Records in a maximum of 10 days of pressing the submit button. This email will advise you if you are on track to graduate or are missing any course requirements. This email will also contain information about graduation timelines and documentation.

If you have any questions about our convocation ceremonies, including information about gowns, guests, attendance or event activities please contact convocation@coastmountaincollege.ca