Congratulations on nearing the completion of your program! This guidebook will help you finish all of the tasks necessary to graduating.

The book is divided into the following four sections, each applicable to 1) all students; 2) students participating in the Commencement Ceremony; 3) students applying for California BBS licensure; and 4) students finishing a thesis or dissertation.

ALL STUDENTS

1. Meet with you academic advisor to confirm what degree requirements must be completed by Spring 2013.

Download your unofficial transcript from MyCIIS at:

https://my.ciis.edu/ICS/Registration/View_Grades_and_Transcript.jnz

Confirm that the number of units you’ve completed matches your expectation. Check for missing grade or incomplete grades. If you’ve completed the work, contact the Registrar’s Office to inquire about the status of these grades at registrar@ciis.edu.

2. Apply to graduate.

The application can be picked up at the Registrar’s Office or downloaded from MyCIIS here:

https://my.ciis.edu/ICS/Registration/Registrar_Office_Forms.jnz

The application is valid only upon submission of the non-refundable application fee. The application and fee are required whether or not you participate in the commencement ceremony. You must submit the application and fee by February 13, 2013 to be eligible to graduate in Spring.

If you have any unmet academic requirements, including missing or “I” [Incomplete] grades -- even for courses which are not required for my program -- you will not be eligible to graduate. The application remains valid for three consecutive semesters (Summer included), beginning with the one you list on the application. If you do not fulfill the academic requirements within those three semesters you must reapply to graduate and resubmit the application fee.

CIIS has three degree conferral dates per year: the final day of each semester. The degree date will not be earlier in the semester even if you’ve met all academic requirements before then.
3. **Remove any obstacles to receiving your diploma and official transcript.**

If you’ve completed all of your academic requirements you will graduate, but your diploma and official transcript will not be released if you have unmet administrative responsibilities.

- Check with the Business Office to make sure you’ve fulfilled all of your financial obligations to CIIS. You can view your account by logging into MyCIIS here: https://my.ciis.edu/ICS/eBiz/. You can also pay any balance through MyCIIS or by calling the Business Office at (415) 575-6132 (Monday -Thursday 9am-5pm and Friday 10am-6pm).
- Complete the online **CIIS Graduation Survey** (a link to the survey will be e-mailed to you after you apply to graduate)
- Log into Koha to see if you have any unreturned Library materials. Instructions are posted at: https://koha.ciis.edu/cgi-bin/koha/opac-user.pl
- Pay any Library fines by either:
  - Stopping by the Main Desk in the Library (check the Library homepage at http://library.ciis.edu for hours); or
  - Calling the Library Office Coordinator at 415-575-6184 (M-F, 9am-2pm) to pay with a credit card over the phone; or
  - Mailing a check to Library Office Coordinator, CIIS Library, 1453 Mission St., SF CA 94103

Questions about Library fines or fees are answered at: http://library.ciis.edu/aboutus/circpolicy.asp.

- **FINANCIAL AID RECIPIENTS:** Conduct an exit interview at www.nslds.ed.gov. This is required to ensure you know about loan repayment plans and responsibilities. At this site you can also:
  - View your federal loan history
  - Find out who your loan provider is, as they can assist you with tasks such as consolidating loans and establishing repayment plans, some of which are income-based and require additional applications for eligibility. Although you may select or be assigned a plan when you first begin paying, you can change plans at any time. Review the offered plans at https://studentaid.ed.gov.

- **MCP STUDENTS:** Submit all case notes, termination forms, termination case summaries, monthly reports, outstanding debt letter to clients, and practicum site keys to your practicum site manager

- **PSYD STUDENTS:** Complete the department’s exit survey.
4. Verify that you have graduated.

The way to verify this is by seeing the degree conferral date posted to your transcript. You can see you unofficial transcript for free by logging into MyCIIS at https://my.ciis.edu, clicking the Registration tab, and then the View Grades and Transcript link in the left-hand menu. DO NOT ASSUME YOU HAVE GRADUATED. CONTINUE TO CHECK YOUR TRANSCRIPT.

The degree conferral date is the official date you’ve graduated. It corresponds to the final day of the semester in which you’ve completed all of your academic requirements. For students who graduate in Spring 2013, that date is May 15, 2013.

The Registrar’s Office does not confer the degree, however, until approximately a month or two after your final semester, as time is needed to record grades and receive confirmation from the program that you’ve met the degree requirements.

Most Spring degree conferrals will appear on transcripts by June 17, 2013. After then, view your unofficial transcript on MyCIIS. If yours is not conferred, it may be because you may have missing grades or incompletes. If so, contact your instructors to find out the status of these grades. If you are a Counseling Psychology student check to see that Spousal Abuse is on your transcript.

5. Receive your diploma and official transcript.

Spring 2013 graduates will receive their diploma and one free official transcript together by mid-August.

As stated above, your degree conferral will be recorded on your transcript by June 17. If you want a copy of your transcript showing this conferral before receiving your free one, you will need to submit a Transcript Request Form and pay the transcript request fee. Check the “when my degree has been conferred” box on the form if you’re requesting it before is it is conferred. You can see whether or not it has by viewing your unofficial transcript via MyCIIS.

Unofficial transcripts are available only to active students. Access to your unofficial transcript expires three months after your final semester.

The Registrar’ Office mails the diploma and transcript only to the address you give us on the Graduation Application. If you decide after submitting the application you want it sent somewhere else, submit a written request to this office. This applies even if you submit an address change after submitting the application.

If you are a Counseling Psychology student applying for licensure with the BBS, review the MCP/BBS checklist in this Guidebook about requesting your transcript.
6. Stay connected with CIIS.

Use CIIS’ career support services at https://my.ciis.edu/ICS/Student_Life/Career_Development_Services.jnz.

- Search for jobs through CIIS CareerLink at https://ciis-csm.symplicity.com/index.php/pid447664/. To request a log-in contact the Career Development Coordinator in the Dean of Students Office at 415-575-6118.
- Post your resume online for referral to prospective employers
- Search job listings for opportunities that match your interests.

Keep in contact with your fellow classmates and other alumni by requesting a log-in to the CIIS Online Alumni Community at https://alumni.ciis.edu. At this site you can:

- Create an online profile and see others’ profiles
- Keep CIIS updated with your current contact information
- Discover your regional Alumni Circle
- Join other CIIS alumni on international tours and travel study programs
- Learn about alumni benefits such as:
  - Discounted tuition for CIIS courses taken as a Special Student (i.e., not matriculated in a degree program)
  - For a small annual fee, become an Alumna/Alumnus member of CIIS Public Programs and Performances and attend their workshops, lectures, artist receptions, and events at a discounted rate. For more information, contact publicprograms@ciis.edu or 415-575-6175.
  - For a small annual fee become an Alumna/Alumnus CIIS Library Member and continue to check out materials and have online access (access normally expires upon graduation, with the exception of your RefWorks account). For information go to: http://library.ciis.edu/information/associate.asp
  - Membership at Patelco Credit Union.
  - Discounts at:
    - Working Advantage.
    - Hotel Whitcomb, Holiday Inn Civic Center, Hotel Nikko and the Good Hotel
    - Bay1 Fitness in San Francisco (download an alumni discount flyer and take it with you when you join)
  - Subscription to our semiannual newsletter, CIIS Today, which features the latest news about CIIS activities, events, and fellow alumni

Alumni are in a position to make a powerful difference to CIIS:

- Display your diploma prominently and share your experience of CIIS with others
- Serve on the Alumni Council and provide valuable ideas for alumni programming
- Contact admissions@ciis.edu to offer your assistance with recruiting new students to CIIS
- Volunteer to mentor CIIS graduates
- Make a donation and/or include CIIS in your estate planning
7. **Begin Loan Repayments (if applicable)**

Direct Subsidized Loans (3.4% fixed interest) and Unsubsidized Loans (6.8%) both have a six-month grace period before repayment is due. Direct PLUS Loans (7.9%) do not have a grace period. However, if you have financial hardship, you may qualify for a payment deferment.

It is important not to let your loan fall into default. If you are having trouble making your payments change your payment due date, switch repayment plans, or request a deferment or forbearance from your loan servicer. Budget carefully for your payments and set up automatic monthly payments with your loan servicer. Track your spending or utilize budget strategy worksheets: [http://ecmc.org/details/budgetingStrategies.html](http://ecmc.org/details/budgetingStrategies.html)

Remain in contact with your loan servicer!

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**STUDENTS PARTICIPATING IN COMMENCEMENT**

1. **Decide whether or not you would like to participate in the Commencement Ceremony.**
The CIIS 45th Annual Commencement Ceremony will be held on Sunday, May 19th, 2013 at the Palace of Fine Arts Theatre in San Francisco.

2. **Complete the Commencement Intent Form.**
   *Due date: Submit no later than Friday, March 1, 2013 at 5:00pm*
   This is an online form that will be posted on the Student Life tab of MyCIIS in February 2013. Please complete the form whether you plan to attend or not. If you do plan to attend, you will be able to enter your measurements for a cap and gown rental, specify how you would like your name to be listed in the Commencement Program, and indicate how many guest tickets you’d like to reserve (you can take up to four guests). Please note all students must have graduated or be eligible for graduation in order to participate in the Commencement Ceremony.

3. **Notify your Program Coordinator if you are interested in speaking at Commencement.**
   *Due date: No later than Friday, March 1, 2013 at 5:00pm*
   The Commencement program includes an opportunity for a representative from the schools of Professional Psychology and Consciousness and Transformation to speak.

4. **Reserve seat assignments for your guests.**
   *Dates: Friday, April 19 – Friday, April 26*
   Students and graduates who have submitted the Commencement Intent Form by March 1, and plan to attend the Commencement Ceremony, are eligible to receive up to four (4) guest tickets. There is no charge for the tickets. An online seat reservation link will be posted on the MyCIIS Student Life page one month before the Commencement Ceremony on Friday, April 19th at 12:00 noon. While each eligible student will be able to reserve up to four seats, the seat location will be selected in this process on a first-come, first-served basis.
5. **Pick up your cap and gown.**
   *Dates: The week of Monday, May 6 – Friday, May 9 (exact times TBA)*
   If you rented a cap and gown, please check the MyCIIS Student Life tab for details about pickup days and times.

6. **Attend the Commencement Dress Rehearsal and Ceremony.**
   *Date: Sunday, May 19 at 11:30am*
   This is a mandatory Dress Rehearsal for all Commencement Ceremony participants.

### Commencement Preparation Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>February 13</td>
<td>Graduation Applications Due</td>
</tr>
<tr>
<td>(Wednesday)</td>
<td>MyCIIS &gt; Registration &gt; Registration Form</td>
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<tr>
<td>March 1 @ 5:00 pm</td>
<td>Commencement Intent Form Due</td>
</tr>
<tr>
<td>(Friday)</td>
<td>MyCIIS &gt; Student Life &gt; Commencement</td>
</tr>
<tr>
<td>March 1 @ 5:00 pm</td>
<td>Contact your Program Coordinator if interested in speaking at Commencement.</td>
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<tr>
<td>(Friday)</td>
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<tr>
<td>March 22</td>
<td>Student Commencement Speakers Contacted</td>
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<tr>
<td>(Friday)</td>
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<tr>
<td>April 19 @ 12:00 noon</td>
<td>Commencement Seat Reservations Available MyCIIS &gt; Student Life &gt; Commencement &gt; Link to Box Office Seat reservations</td>
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<tr>
<td>(Friday)</td>
<td>closes at 5:00pm on Friday, April 26</td>
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<tr>
<td>The Week of</td>
<td>Pickup days and times TBA. Information will be posted at:</td>
</tr>
<tr>
<td>Monday May 6-May 10</td>
<td>MyCIIS &gt; Student Life &gt; Commencement &gt; Gap and Gown pickup</td>
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<tr>
<td>May 19</td>
<td>Commencement @ Palace of Fine Arts Theatre</td>
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<tr>
<td>(Sunday)</td>
<td>3301 Lyon Street (at Bay Street), San Francisco</td>
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<tr>
<td></td>
<td>11:30am Mandatory Rehearsal</td>
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<td></td>
<td>1:00pm Doors Open to Guests</td>
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<td></td>
<td>2:00pm-4:00pm Commencement Ceremony</td>
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<tr>
<td></td>
<td>4:00pm Reception</td>
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<tr>
<td>May 19</td>
<td>Return Cap and Gown backstage before leaving the Theatre (if not returned, your credit card will be charged)</td>
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</table>
STUDENTS APPLYING FOR CALIFORNIA BBS LICENSURE

In your final semester, request an official transcript from the Registrar’s Office. Check the boxes on the request form to indicate that it’s to be issued after you’ve graduated and the transcript is being used for BBS licensure. The Registrar’s Office will send the transcript to the MCP Program Coordinator, who will fill out the program certification, a document confirming that you have completed all requirements for the program. (This corresponds to and replaces Forms A and B on the MFT application.) The transcript and the program certification are sent to you in individually sealed envelopes for you to mail to the BBS along with the rest of your application.

Marriage and Family Therapist (MFT)

You may accumulate up to a maximum of 1300 hours of supervised work experience before graduation. Check with your program for minimums.

You must complete Spousal/Partner Abuse before you graduate. Submit your completion certificate to the Registrar’s Office. It will be recorded on your transcript although this is technically a BBS requirement, not a CIIS degree requirement.

Apply for an MFT intern registration number at www.bbs.ca.gov within 90 days of your degree’s conferral date. This date will be the last day of your final semester which, for Fall 2012 graduates is December 19, and for Spring 2013 graduates is May 15. If you apply after 90 days the hours of counseling you do after you graduate and before you receive your MFT registration number are not counted toward your total.

Licensed Professional Clinical Counselor (LPCC)

You must apply for a PCC intern registration number within 90 days of your graduation to be able to count hours gained between graduation and the receipt of an intern registration number. Complete the application: http://www.bbs.ca.gov/lpcc_program/lpcc_traditional.shtml. You may have deficiencies in core content area coursework or additional coursework; the BBS will notify you in a letter and give you one year to complete the deficiencies. If you fail to do so, you may not count hours gained between graduation and the receipt of an intern registration number. You may not work in a private practice setting until you’ve received your PCCi registration number.

If this is not completely clear to you, you may contact the following people with questions:

Rodrigo Caldera,  
MCP Program Coordinator  
415 575-6196  
rcaldera@ciis.edu

Steven Tierney, Ed.D,  
MCP/CMH Program Director  
415 575-6208  
stierney@ciis.edu
STUDENTS COMPLETING A THESIS OR DISSERTATION

The Center for Writing & Scholarship (CWS) works with students during the thesis/dissertation technical editing and publication process. Below is the overview of this process.

1. All students are required to have their thesis or dissertation reviewed by a CIIS-approved technical editor to ensure that the formatting and citation style follow both the CIIS publication guidelines and ProQuest UMI publication guidelines. CIIS publication guidelines as well as the contact list for all CIIS-approved editors can be found on myCIIS (log in to myCIIS > click on “Academics” tab > click on “Center for Writing & Scholarship” > scroll down to “CWS Documents” section (lower right-hand column) > click on “CIIS Technical Review Editors Contact List.pdf” or “CIIS Guidelines for Dissertation.pdf”).

2. Students should contract with one of the editors on the list of CIIS-approved editors by sending an e-mail with a brief summary of their thesis/dissertation, the citation style they are using, their defense date, their anticipated date of graduation, and any other relevant information. **We highly recommend that you book your technical editing slot months in advance so that you aren’t scrambling at the last minute to find a technical editor.** For example, if you plan to graduate in Fall 2013, contact the technical editors in Spring 2013.

3. The editor writes back to confirm her availability to work with the student.

4. The student and editor arrange a timeline for their work together, including a) the date by which the student will send the editor the manuscript electronically, b) the date by which the editor will send the student a list of edits that the student needs to make, c) a payment plan to ensure that the editor is paid in full for her services before the student publishes her dissertation. The editor and student should arrange for the technical editing to occur when the student is ready to submit a manuscript that has either already been approved by all committee members, or that will likely not require extensive content revisions. The timeline that the student and editor create together must account for and fall within the CIIS dissertation deadlines posted on the CIIS academic calendar (e.g., deadline by which technical edits should be completed; deadline by which the student should defend; deadline by which the student must submit a technically-edited dissertation to CWS and to the department chair; etc.).

5. The editor goes through the student’s document and compiles a detailed list of all citation style and formatting changes that the student needs to make to prepare the manuscript for publication. The editor is not allowed to make changes directly to the document except for some basic formatting assistance (i.e., changing document margins; reformatting page numbers so they comply with CIIS guidelines; rotating pages from portrait to landscape and reformatting the page numbers appropriately; inserting tables, figures, and letters of permission to reprint, etc.), hence the need to send the student a list of required edits (“feedback form”).

6. The editor sends a feedback form (which consists of the list of edits the student needs to make) to the student in a timely fashion by the designated deadline agreed upon with the student. The deadline should give the student enough time to implement the changes before the student must submit an edited copy of the manuscript to the CWS and to her department chair for final review (see CIIS academic calendar for a complete list of CIIS dissertation deadlines). The editor also sends
the student an invoice for the cost of the technical review, with clear documentation detailing the number of hours she spent on the technical review.

7. The student implements all changes that the technical editor recommended, as well as all content revisions that the committee members have requested.

8. The student sends a final draft of her edited manuscript to the CWS (hard copy) and to her home department for final review by the CIIS-determined deadline (see CIIS academic calendar for a complete list of CIIS deadlines). The manuscript should reflect all of the recommended edits from the technical reviewer, and the student should enclose a copy of the feedback form from the technical editor for the director of the CWS.

9. The director of the CWS looks over the manuscript page by page to ensure that the student has incorporated the editor's list of recommended edits. The director sends the student a list of all remaining edits that need to be made before the manuscript can be published, as well as a set of directions explaining how to upload the final dissertation to ProQuest/UMI ETD for publication. The department chair also sends the student a list of any final edits that should be made before publication and approves the dissertation by the designated deadline (see CIIS academic calendar for a complete list of CIIS dissertation deadlines).

10. The student makes all final edits recommended by the director of the CWS and by her department chair. Students occasionally contact their technical editor for additional assistance if they encounter unanticipated challenges in the final stages of editing and formatting.

11. The student uploads her dissertation onto ProQuest/UMI ETD by the posted deadline (see below). The CWS director takes one final look at the uploaded pdf, ensures that the student has paid her technical editor in full, ensures that the department chair has signed off on the dissertation, and approves the dissertation for publication. The director cannot approve a dissertation for publication until both of the above steps (payment of technical editor and department chair approval) have been completed.

The CIIS Library keeps a print copy of each dissertation written for CIIS, and also makes arrangements for one printed copy to go to each author. (Authors may also purchase additional copies directly from ProQuest/UMI.) If you have questions about your printed dissertation, please contact the Library Office Coordinator at 415-575-6184, or email Andrea Barkley at abarkley@ciis.edu.

<table>
<thead>
<tr>
<th>Thesis/Dissertation Completion Deadlines</th>
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<tbody>
<tr>
<td><strong>Task</strong></td>
</tr>
<tr>
<td>Complete technical edits* and oral defense</td>
</tr>
<tr>
<td>Receive approval from Committee Chair and submit copy of thesis/dissertation to Dept/Program Chair and to Center for Writing and Scholarship (CWS)</td>
</tr>
<tr>
<td>Receive feedback from Dept./Program Chair and from CWS</td>
</tr>
<tr>
<td>Submit publication-ready copy to ProQuest/UMI ETD</td>
</tr>
</tbody>
</table>
Although we highly recommend to students that they finish their edits close to their defense date, we understand that this is not always possible, especially if they have been asked to make significant revisions in the weeks leading up to their defense. The technical editing process for Spring 2013, for example, can continue to take place through March, but students should plan to spend at least a week implementing all recommended technical edits to their document before submitting an edited draft to CWS on 4/2/13. Students with long or complicated dissertations that are in need of significant formatting and citation revisions may need additional time to implement all recommended technical edits.