



**California Institute
of Integral Studies**

Graduation Guidebook



Summer 2016
Fall 2016
Spring 2017

Congratulations on nearing the completion of your program! This guidebook will help you finish all of the tasks necessary to graduating. It's divided into four sections, each applicable to:

All students.....	1
Students participating in the Commencement Ceremony.....	5
Students applying for California MFT or LPCC licensure.....	5
Students finishing a thesis or dissertation.....	7

ALL STUDENTS

1. View your advising worksheet to verify the fulfillment of your degree requirements.

Log into MyCIIS here: https://my.ciis.edu/ICS/Registration/My_Advising_Worksheet.jnz

If there are unfulfilled requirements that you believe should be fulfilled with courses that:

- you've taken at CIIS, submit a [Program Modification](#) form.
- taken at other schools, submit a [Transfer Credit Request](#) form and an official copy of the other school's transcript.
- should have a grade but do not, or a grade of incomplete which should have been changed to the final grade, contact the instructor to inquire about its status.

2. Apply to graduate.

Apply by logging into MyCIIS here: https://my.ciis.edu/ICS/Registration/Apply_to_Graduate.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 the following deadlines:

Summer 2016 - 6/23/16

Fall 2016 – 10/3/16

Spring 2017 - 2/9/17

If you have any unmet academic requirements, including missing or "I" [Incomplete] grades – *even for courses which are not required for your 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 graduate dates per year: the final day of each reporting semester (see below for the specific date). A “reporting semester” is an umbrella term covering the sub-terms. It starts on the first day of the earliest sub-term and ends on the final day of the latest. CIIS has two sub-terms per reporting term, one for the School of Professional Psychology & Health and the School of Consciousness & Transformation; and the other for the School of Undergraduate Studies and the American College of Traditional Chinese Medicine at CIIS.

The graduation date will not be earlier in the semester, even if your courses and/or sub-terms have already concluded.

PsyD CLINICAL PSYCHOLOGY STUDENTS DO NOT NEED TO COMPLETE THE FOLLOWING STEPS IF THEY ARE APPLYING FOR THE NON-TERMINAL MA.

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>
- Check your InterLibrary Loan (ILL) account at <https://ciis.illiad.oclc.org/illiad/logon.html> to see if you have any materials that have not been returned. Questions may be directed to the InterLibrary Loan Coordinator at 415-575-6186 or ill@ciis.edu.
- Pay any Library fines by either:
 - Stopping by the Circulation 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, 9:00am-4:00pm) to pay with a credit card over the phone; or
 - Mailing a check (made out to CIIS) the CIIS Library, ATTN: Library Office Coordinator, 1453 Mission St., SF CA 94103

Once the Library clears you it will send you an e-mail notifying you that your Library accounts are closed. If you want these accounts to remain open, respond to this e-mail.

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

- FINANCIAL AID RECIPIENTS: Conduct an exit interview at <https://studentloans.gov>. This is required to ensure you know about loan repayment plans and responsibilities.
- 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.

You will know you’ve graduated when the graduation date appears at the end of your transcript. DO NOT ASSUME YOU HAVE GRADUATED. View your unofficial transcript by logging into MyCIIS here: https://my.ciis.edu/ICS/Registration/View_Grades_and_Transcript.jnz.

The graduation date corresponds to the final day of the reporting semester in which you’ve finished all academic requirements, including applying to graduate. Access to the unofficial transcript expires three months after you stop attending. After that, only the official transcript is available, and a request and fee must be submitted.

<u>Graduation Semester</u>	<u>Graduation Date</u>	<u>When Appears on Transcript*</u>	<u>Diploma & Transcript Issued*</u>
Summer 2016	8/22/16	9/26/16	10/10/16
Fall 2016	12/19/16	1/30/16	2/27/17
Spring 2017	5/8/17	6/12/17	7/10/17

**approximate*

The Registrar’s Office will not you graduate you until a month or two after your final semester, as we need time to receive your grades and a confirmation from your program that you’ve met the degree requirements.

All graduates receive a diploma and one official transcript. On your graduation application indicate whether you are picking these up from the Registrar’s Office or is you would like them mailed and, if so, to what address. If you decide after submitting the application that you want them 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 want an official transcript which shows you’ve graduated *before* receiving this free one, you will need to submit a request and pay the request fee. On the transcript request form, check the “when my degree has been conferred” box. 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.

If the diploma and transcript are returned as being undeliverable or if they are not retrieved from the Registrar’s Office, we will contact you. We will hold them for one year and if they are not successfully delivered or retrieved by then, we will destroy them. After then, you will need to submit requests and fees for a duplicate diploma and an official transcript.

5. Stay connected with CIIS.

- Keep in contact with the CIIS Online Alumni Community at <https://alumni.ciis.edu>
- Keep CIIS updated with your current contact information by contacting the Alumni Office at 415-575-6278
- Like us on <https://www.facebook.com/ciisalumni>
- Join the CIIS Alumni Association Linked-In group at <https://www.linkedin.com/groups/California-Institute-Integral-Studies-Alumni-3297082/about>
- Use CIIS' career support services at https://my.ciis.edu/ICS/Student_Life/Career_Community_Engagement.jnz
- 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 Alumni Member of CIIS Public Programs and Performances and attend their offerings at a discounted rate. To become a member, click [here](#).
 - ✓ For a small annual fee become a CIIS Alumni 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:
 - [Alamo Rent A Car](#)
 - [Andy's Auto Sport](#)
 - [Bootcamp Republic](#)
 - [Go-Parts.com](#)
 - [Last Minute Gear](#)
 - [MoveBuddha](#)
 - [Movers Corp](#)
 - [Working Advantage](#)
 - ✓ 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, which provides ideas on alumni programs, and/or be an ambassador to prospective students; contact the Alumni Office at 415-575-6278.
- Mentor CIIS graduates; contact the Career and Community Engagement Manager at 415-575-6157.
- Include CIIS in your estate planning; contact the Development Office at 415-575-6279.

6. Begin Loan Repayments (if applicable)

Direct Subsidized Loans and Unsubsidized Loans both have a six-month grace period before repayment is due. Direct PLUS Loans **do not** have a grace period. However, if you have financial hardship, you may qualify for a payment deferment.

Log into the National Student Loan Data System at www.nslds.ed.gov and view your loan history and the contact information of your loan servicer. Your servicer can help you choose the repayment plan that works best for you. It is important not to let your loan fall into default. If you are having trouble making payments you have the option to change your payment due date, switch repayment plans, or request a deferment or forbearance.

Budget carefully for your payments and set up automatic monthly payments with your loan servicer. Track your spending and remain in contact with your loan servicer.

STUDENTS PARTICIPATING IN COMMENCEMENT

Students graduating in Summer 2016, Fall 2016, or Spring 2017 are eligible to participate in the 49th Annual Commencement Ceremony, which will be held at 3:00pm-5:00pm on Saturday, May 20, 2017 in the Nourse Auditorium, 275 Hayes Street, in San Francisco. The ceremony is administered by Student Affairs.

Student Affairs will be in contact with graduates in early March 2017 to confirm attendance at the Commencement Ceremony and provide details about regalia and the day of the ceremony. These details will also be posted on the [Commencement page of MyCIIS](#).

If you are interested in speaking at Commencement and did not indicate so on the graduation application, please email studentaffairs@ciis.edu. For all other questions related to the Commencement Ceremony please also email studentaffairs@ciis.edu.

STUDENTS APPLYING FOR CALIFORNIA MFT or LPCC LICENSURE

You must apply to the California Board of Behavioral Sciences (BBS) for your MFT or LPCC intern registration number within 90 days of graduation for your counseling hours completed between graduation and the issuance of the intern registration number to count toward your licensure.

Applications require both the:

✓ Program Certification

The certification is a document confirming that you have completed all requirements for the program. The certification will be sent to you shortly after your degree has been conferred, so there is no need to request it. It will be mailed to the address CIIS has on record for you.

✓ Official Transcript

The transcript is issued by the Registrar's Office. All graduates receive on free one along with their diploma about two months after their final semester (see issuance dates on page three). If you want one before it's issued, submit a request and fee at the link below, indicating on the request form that it's to be issued once the degree has been conferred:

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

We are aware of the 90 day BBS deadline and work quickly once the degree is conferred to issue the transcript and certification. You can assist by carefully reviewing your [advising worksheet](#) via MyCIIS to be sure there are no missing courses or grades. The transcript and the program certification are sent separately to you in sealed envelopes for you to mail to the BBS along with the rest of your application.

Marriage and Family Therapist (MFT)

Apply for an MFT intern registration number at www.bbs.ca.gov. You may accumulate up to a maximum of 1300 hours of supervised work experience before graduation. Check with your program for minimums.

Licensed Professional Clinical Counselor (LPCC)

The BBS requires that applicants for an LPCC intern number successfully complete 13 specific, three unit courses, ten of which must appear on the transcript of the degree-granting institution (i.e., CIIS), and taken before graduating. This will require, for some programs, that coursework beyond CIIS' degree requirements needs to be completed. Consult with your program coordinator to ensure that you will meet both your program and LPCC requirements.

Apply for an LPCC intern registration number at: http://www.bbs.ca.gov/pdf/forms/lpc/pci_app.pdf.

If you have fewer than 13 of these courses, the BBS will notify you in a letter and give one year to complete the deficiencies. You may not earn internship hours as a PCCi until you have your certification from the BBS.

If this is not completely clear to you, contact the MCP Program Coordinator at 415-575-6196 or mcp@ciis.edu.

STUDENTS COMPLETING A THESIS OR DISSERTATION

During the thesis/dissertation technical editing and publication process, students work with:

CIIS Center for Writing and Scholarship
1453 Mission Street, Room 224
San Francisco, CA 94103

415-575-3495 | e-mail: cws@ciis.edu

<http://www.ciis.edu/student-resources/center-for-writing-and-scholarship>

Below is the publication process.

All theses or dissertations must be reviewed by a CIIS-approved technical editor to ensure that their formatting and citation styles follow both CIIS' and ProQuest UMI's publication guidelines. CIIS' guidelines and the contact list for all CIIS-approved editors can be found by logging into MyCIIS here: https://my.ciis.edu/ICS/Academics/Center_for_Writing_and_Scholarship.jnz

When you apply to graduate, at that time you must select your dissertation publication option, either traditional or open access. Information about these options can be found here: http://www.etdadmin.com/UMI_PublishingOptionsGuide.pdf. Select yours carefully. If you change the publication option after the graduation application deadline, you must pay the publication fee for the new option, and the original fee will not be refunded. For questions about publishing with ProQuest, or changing the publication option, e-mail disspub@proquest.com.

Deadline	Summer 2016	Fall 2016	Spring 2017
Apply to graduate and select publication option	6/23/16	9/20/16	2/9/17
Complete oral defense	6/13/16	10/10/16	3/6/17
Receive edits from technical reviewer	6/27/16	10/24/16	3/27/17
Complete technical edits; submit thesis/dissertation to CWS and to dept./program chair	7/11/16	11/7/16	4/10/17
Receive feedback and approvals from CWS and dept./program chair; submit signed Thesis/Dissertation Approval form to CWS and to the Registrar's Office	7/25/16	11/28/16	4/24/17
Upload publication-ready thesis/dissertation to ProQuest/UMI	8/8/16	12/12/16	5/8/17

1. Book the technical editor months in advance. Contract the editor by sending an e-mail with a brief summary of the thesis/dissertation, the citation style, the defense date, the anticipated date of graduation, and any other relevant information.

2. The editor writes back to confirm availability.
3. Arrange with the editor a timeline which includes a) the deadline you'll send the editor the manuscript electronically; b) the deadline the editor will return feedback; c) a payment plan to ensure that the editor is paid in full *before* the thesis/dissertation is published. This timeline must account for and fall within the CIIS dissertation deadlines listed above. The technical editing should occur when the thesis/dissertation has either already been approved by all committee members or will likely not require extensive content revisions.
4. The editor goes through the thesis/dissertation draft and compiles a detailed list of all citation style and formatting changes needed to prepare it for publication (i.e. the "feedback form"). The editor provides this form for you to make the changes because they are not allowed to make changes directly. The exception is for some basic formatting edits (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.).
5. The editor sends the feedback form to you by the agreed-upon deadline, one which should give enough time to implement the changes before you submit an edited copy to the CWS and to the department/program chair for final review. The editor also sends an invoice for the cost of the technical review, with clear documentation detailing the number of hours she spent on the review.
6. Implement all changes the technical editor recommended, as well as all content revisions that the committee members requested.
7. Mail a hard copy of the final draft and e-mail a digital copy to CWS, along with a copy of the technical editor's feedback form. Send another copy to the department/program. Do this by the deadline listed above.
8. The CWS looks over the manuscript page by page to ensure all of the editor's recommended edits were incorporated, and sends you a list of all remaining edits needed to be made and directions on how to upload the thesis/dissertation to ProQuest/UMI ETD for publication.
9. The department/program chair sends you any final edits that should be made and approves the dissertation.
10. Make all final edits recommended by the CWS and the department/program chair. You may contact the technical editor for additional assistance if you encounter unanticipated challenges in the final stages of editing and formatting.
11. As soon as you've obtained all signatures on the *Thesis/Dissertation Approval* form (this may happen as early as the defense), send it to the CWS director and a copy to the Registrar's Office. These offices and the student's department/program must all archive this form.
12. Upload the thesis/dissertation onto ProQuest/UMI ETD by the deadline listed above.

13. The CWS director does one final review of the uploaded pdf, verifies that the technical editor has been paid in full, verifies that the department/program chair has signed off, and approves the thesis/dissertation for publication.
14. The CWS notifies the Registrar's Office of this approval. The Registrar's Office confers the degree only after receiving it.
15. After ProQuest mails CIIS the hard copies of the thesis or dissertation, the CIIS Library files one copy in its stacks, and one is mailed to the student/author. Students may purchase additional copies directly from ProQuest/UMI.