California Institute of Integral Studies

Graduation Guidebook

Summer 2020
Fall 2020
Spring 2021

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. **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
   - *You've taken at another institution*: Submit a Transfer Credit Request form and an official copy of the 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 and fill out the graduation survey.**

   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 Graduation Application Fee; and, for PhD and PsyD students, the Dissertation Publication Fee; and, for DAOM students, the Capstone Printing Fee. The application and fee(s) are required whether or not you participate in the commencement ceremony. The application and fee(s) must be submitted by the following deadlines:

   Summer 2020 – **6/22/20**   Fall 2020 – **9/23/20**   Spring 2021 – **2/10/21**

   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 be ineligible to graduate. The application is valid for three consecutive semesters, *including Summer*. If you do not fulfill the academic requirements within those semesters, the application expires. To be eligible to graduate,

you will need to submit a new application and application fee. The Dissertation Publication Fee and the Capstone Printing Fee do *not* need to be repaid.

CIIS has three graduate dates per year: the final day of each reporting semester (see section 4 for the specific date). A "reporting semester" is an umbrella term that starts on the first day of the earlier sub-term and ends on the final day of the later sub-term. CIIS has two sub-terms: 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. The graduation date will not be earlier in the semester, even if your courses and/or sub-terms have already concluded.

All students are invited to fill out the Graduation Survey, which helps CIIS learn what is doing well and what it can improve upon for the benefit of future students. Submission is therefore strongly encouraged. A link is sent to your CIIS student email account shortly after the application deadline. If you did not receive it, contact registrar@ciis.edu.

CLINICAL PSYCHOLOGY STUDENTS APPLYING FOR THE MASTER OF ARTS CREDENTIAL DO *NOT* NEED TO COMPLETE THE FOLLOWING STEPS.

3. **Remove any obstacles to receiving your diploma.**

If you've completed all of your academic requirements you are eligible to graduate, but your diploma will not be released if you have unmet administrative responsibilities.

❑ Check to see if you owe money by logging into MyCIIS here:
    https://my.ciis.edu/ICS/eBiz/

❑ Check to see if you have a Library Hold by logging into MyCIIS here:
    https://my.ciis.edu/ICS/Registration/Search_and_Register_for_Courses.jnz

If you do have a hold:
    ❑ Check to see if you have any unreturned Library materials:
        https://koha.ciis.edu/cgi-bin/koha/opac-user.pl

    ❑ Check to see if you have any unreturned InterLibrary Loans:
        https://ciis.illiad.oclc.org/illiad/logon.html

    ❑ Check to see if you have any unpaid fines:
        Call the Library Operations Manager at 415-575-6184 (M-F, 9:00am-4:00pm).

        Fines can be paid over the phone by credit card or by mailing a check to:
            CIIS Library, ATTN: Library Operations Manager
            1453 Mission St., San Francisco, CA 94103

Library fines policies are found here:
https://researchguides.ciis.edu/libraryservices

The Library will send you an e-mail to your University e-mail address to confirm that your account is closed. If you want it to remain open, respond to that e-mail.

❑ FINANCIAL AID RECIPIENTS: Conduct an exit interview through the Department of Education's office of Federal Student Aid. This is required to ensure you're aware of loan repayment 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 APPLYING FOR THE PSYD DEGREE: 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. 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.

The graduation date corresponds to the final day of the reporting semester in which you've finished all academic requirements and have a valid graduation application.

Graduation Semester	Graduation Date	When Appears on Transcript*	Diploma & Transcript Issued*
Summer 2020	8/17/20	9/29/20	10/8/20
Fall 2020	12/14/20	2/9/21	2/23/21
Spring 2021	5/10/21	6/24/21	7/15/21

approximate

The graduation date appears after the actual date because the Registrar's Office needs time to receive grades and confirmations from programs that the degree requirements have been fulfilled.

All graduates receive a diploma and one official hard copy transcript. The graduation application will have asked you to indicate whether you are picking these up from the Registrar's Office or if you want them mailed and, if so, to what address. If you decide after submitting the application that you want them sent to a different address, you must submit a signed, written notification to this office. The diploma/transcript address is stored separately from the home address, so just updating the latter will not update the former.

If you want an official transcript showing the graduation date *before* receiving this free one, you will need to submit an order and fee. This can be done at the link below. 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.

https://my.ciis.edu/ICS/Registration/View_Grades_and_Transcript.jnz?portlet=View_Unofficial_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. **After you've graduated, we invite you to take these steps.**

    1. Display your diploma prominently and share your experience of CIIS with others
    2. Keep CIIS informed of your contact information through the Alumni Office
    3. Join the CIIS Alumni LinkedIn Group
    4. Like us on Facebook
    5. Follow us on Twitter
    6. Represent CIIS at your local college fairs and/or serve on the Alumni Council, which creates programs for alumni; contact the Alumni Office
    7. Mentor CIIS students and new graduates; contact Career Development
    8. Include CIIS in your estate planning; contact the Development Office

Graduating grants you membership in CIIS' Alumni Association, which includes a range of benefits:
- ✓ A subscription to *CIIS Today* magazine, which has updates on CIIS initiatives, events, and alumni
- ✓ Discounted tickets to Public Programs events (for a small annual fee)
- ✓ Discounted tuition for audited courses
- ✓ Library privileges by becoming a Library Associate Member (for a small annual fee)
- ✓ Invitations to alumni events
- ✓ Occupational advice through Career Development in Student Affairs
- ✓ Listing for licensed psychotherapists and psychologies in CIIS' Therapy Referral Directory
- ✓ Membership at Patelco Credit Union
- ✓ Discounts on various products and services; visit the Alumni Benefits page for current information

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 Department of Education's office of [Federal Student Aid](#) to 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 2020 Fall 2020, or Spring 2021 are eligible to participate in the 53rd Annual Commencement Ceremony, tentatively scheduled for Sunday, May 16, 2021. Counseling Psychology students who are taking only practicum in Summer 2021 are also eligible. Student Affairs administers the ceremony. Check the [Commencement page of MyCIIS](#) for updates. If you have questions, 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.

STUDENTS COMPLETING A THESIS OR DISSERTATION

This section does not apply to ACTCM students.

During thesis/dissertation technical editing and publication, work with the university's Center for Writing and Scholarship (CWS), which is located in room 224 of the Mission Street campus, and can be contacted at 415-575-3495 or cws@ciis.edu.

All theses/dissertations must be reviewed by a CIIS-approved technical editor to ensure formatting and citations are following both CIIS' and ProQuest UMI's guidelines. Technical editing should occur when the thesis/dissertation doesn't require extensive content revisions. A list of editors and guidelines can be found on MyCIIS under the Academics tab. Log in, and, in the left-hand menu, clicking the Center for Writing and Scholarship link. Scroll down on this page to the *Handbooks for Technical Review & Dissertation Publication* section.

1. **Book a technical editor**   **Months in advance of final semester.**

    Email the editor a brief summary of the thesis/dissertation, the citation style, the defense date, the anticipated date of graduation, and any other relevant information. If the editor confirms availability, agree upon when you'll send the manuscript (electronically), when the editor will return feedback (must be by deadline number four below), and a payment plan to ensure that the editor is paid in full *before* the thesis/dissertation is published.

2. **Apply to graduate and select publication option**   **6/22/20**   **9/23/20**   **2/10/21**

    When you apply, submit the Dissertation Publication Fee and select one of two publication options: traditional or open access. Information about these is found here: http://www.etdadmin.com/UMI_PublishingOptionsGuide.pdf. Select your option carefully. If you change it 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.

3. **Complete oral defense**   **6/12/20**   **10/12/20**   **3/8/21**

4. **Receive edits from technical reviewer**   **6/26/20**   **10/26/20**   **3/29/21**

    The editor goes through the thesis/dissertation draft and compiles a list of all citation and formatting changes needed (i.e. the "technical editor checklist"). The editor is prohibited from making these changes directly except for some basic formatting edits such as document margins, page numbers, rotating pages from portrait to landscape, inserting tables, figures, and letters of permission to reprint. The editor will send you the checklist and an invoice which includes details on the number of hours worked.

5. **Complete technical edits and any content revisions**   **7/10/20**   **11/9/20**   **4/12/21**
    required by your dissertation committee; submit
    thesis/dissertation to CWS and to dept./program chair

    Email your final draft—as both a Word Doc file *and* a PDF file—to cws@ciis.edu, along with a copy of your technical editor's feedback form/checklist. Send another copy to the department/program.

6. **Receive feedback and approvals from CWS and**   **7/24/20**   **11/30/20**   **4/26/21**
    dept./program chair; submit signed *Thesis/Dissertation*
    ***Approval* form to CWS and to the Registrar's Office**

    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 needed edits and directions on how to upload the thesis/dissertation to ProQuest/UMI ETD. The department/program chair also sends you any final edits and approves the dissertation. Make these edits. You may contact the technical editor

for assistance if you encounter unanticipated challenges. 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 archives this form.

7. **Upload publication-ready thesis/dissertation to ProQuest/UMI**   8/7/20   12/14/20   5/10/21

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. The director records the dissertation publication date in the university's information system, which must happen for you to be eligible to graduate. ProQuest mails CIIS hard copies of the thesis/dissertation, and the CIIS Library files one copy in its stacks, and mails the other to you. You may purchase additional copies directly from ProQuest/UMI.