



**California Institute  
of Integral Studies**

## Graduation Guidebook



Summer 2021  
Fall 2021  
Spring 2022

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:

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## 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](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](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 – **6/23/21**      Fall 2021 – **9/22/21**      Spring 2022 – **2/9/22**

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](mailto: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](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](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.

| <u>Graduation Semester</u> | <u>Graduation Date</u> | <u>When Appears on Transcript*</u> | <u>Diploma &amp; Transcript Issued*</u> |
|----------------------------|------------------------|------------------------------------|---|
| Summer 2021                | <b>8/16/21</b>         | 9/30/21                            | 10/21/21                                |
| Fall 2021                  | <b>12/13/21</b>        | 2/10/22                            | 3/3/22                                  |
| Spring 2022                | <b>5/9/22</b>          | 6/23/22                            | 7/14/22                                 |

*\*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](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. **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.

## 6. **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. Join the [CIIS Alumni LinkedIn Group](#)
3. Like us on [Facebook](#)
4. Follow us on [Twitter](#)
5. Represent CIIS at your local college fairs; contact the [Admissions Office](#)
6. Include CIIS in your estate planning; contact the [Development Office](#)
7. Keep CIIS [Alumni Relations](#) updated on your contact information. As a graduate, you’re entitled to a host of [benefits](#) and are eligible serve on the Alumni Council, which creates programs for alumni.

## STUDENTS PARTICIPATING IN COMMENCEMENT

Students graduating in Summer 2021 Fall 2021, or Spring 2022 are eligible to participate in the 54<sup>th</sup> Annual Commencement Ceremony, tentatively scheduled for Sunday, May 15, 2022. Counseling Psychology students who are taking only practicum in Summer 2022 are also eligible. Student Affairs administers the ceremony. Check the [Commencement page of MyCIIS](#) for updates. If you have questions, email [studentaffairs@ciis.edu](mailto:studentaffairs@ciis.edu).

## STUDENTS APPLYING FOR CALIFORNIA MFT or LPCC LICENSURE

Submit your application to the California Board of Behavioral Sciences (BBS) for your Licensed Marriage and Family Therapist (LMFT) and/or the Licensed Professional Clinical Counselor (LPCC) registration number(s) within 90 days of graduating (i.e., the final day of your final semester) in order for the counseling hours you completed between graduating and the issuance of your number to be counted toward your licensure. CIIS is aware of this deadline and works quickly after conferring the degree to issue the transcript and program certification. You can assist by carefully reviewing your transcript to ensure all degree requirements have been fulfilled (especially LPCC students), that no grades are missing, and by submitting, before you graduate, a request to have an electronic copy of your transcript sent to the BBS.

### **Licensed Marriage and Family Therapist (LMFT)**

Apply for an intern registration number at <https://www.bbs.ca.gov/applicants/lmft.html>.

You may accumulate up to a maximum of 1,300 hours of supervised work experience before graduation. Check with your program for minimums.

### **Licensed Professional Clinical Counselor (LPCC)**

Apply for an intern registration number at: <https://www.bbs.ca.gov/applicants/lpcc.html>

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. 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.

Applications for the registration number require:

✓ Official Transcript

The Registrar's Office mails all graduates one official hard copy transcript along with the diploma. You may also submit a request through the National Student Clearinghouse (NSC) to have an electronic transcript sent to the BBS right after the conferral of your degree. See page three of this *Guidebook* for conferral and mailing dates. We issue the electronic transcript approximately two weeks after the conferral as time is needed to produce the program certification. Transcript requests require a small fee. Be sure to indicate on the request that it is to be fulfilled after the degree has been conferred.

- NSC link to request electronic transcript:

<https://tsorder.studentclearinghouse.org/school/select>

- BBS link for information on submitting electronic transcripts, including the destination email:

[https://www.bbs.ca.gov/pdf/electronic\\_transcripts.pdf](https://www.bbs.ca.gov/pdf/electronic_transcripts.pdf)

✓ Program Certification

The program certification is a form issued by the Registrar's Office after a student has graduated that confirms the program is compliant with BBS regulations. We send a hard copy with the diploma. For students who request an electronic copy of their transcripts be sent to BBS, we include an electronic copy of the program certification with it.

## 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](mailto: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.

| TASK  | DEADLINE    |           |             |
|---|-------------|-----------|-------------|
|   | Summer 2021 | Fall 2021 | Spring 2022 |
| <p><b>1. Book a technical editor</b></p> <p style="text-align: right;"><b>Months in advance of final semester.</b></p> <p>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 <i>before</i> the thesis/dissertation is published.</p>   |             |           |             |
| <p><b>2. Apply to graduate and select publication option</b></p> <p>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: <a href="http://www.etsadmin.com/UMI_PublishingOptionsGuide.pdf">http://www.etsadmin.com/UMI_PublishingOptionsGuide.pdf</a>. 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 <a href="mailto:disspub@proquest.com">disspub@proquest.com</a>.</p> | 6/23/21     | 9/22/21   | 2/1/22      |
| <p><b>3. Complete oral defense</b></p>  | 6/14/21     | 10/11/21  | 3/7/22      |



| TASK   | DEADLINE    |           |             |
|--|-------------|-----------|-------------|
|  | Summer 2021 | Fall 2021 | Spring 2022 |
| <p><b>4. Receive edits from technical reviewer</b></p> <p>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.</p>  | 6/28/21     | 10/25/21  | 3/28/22     |
| <p><b>5. Complete technical edits and any content revisions required by your dissertation committee; submit thesis/dissertation to CWS and to dept./program chair</b></p> <p>Email your final draft—as both a Word Doc file <i>and</i> a PDF file—to <a href="mailto:cws@ciis.edu">cws@ciis.edu</a>, along with a copy of your technical editor’s feedback form/checklist. Send another copy to the department/program.</p>  | 7/12/21     | 11/8/21   | 4/11/22     |
| <p><b>6. Receive feedback and approvals from CWS and dept./program chair; submit signed <i>Thesis/Dissertation Approval</i> form to CWS and to the Registrar’s Office</b></p> <p>The CWS looks over the manuscript page by page to ensure all of the editor's recommended edits have been 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 <a href="#">Thesis/Dissertation Approval form</a> (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.</p> | 7/26/21     | 11/29/21  | 4/25/22     |
| <p><b>7. Upload publication-ready thesis/dissertation to ProQuest/UMI</b></p> <p>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 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.</p>  | 8/9/21      | 12/13/21  | 5/9/22      |