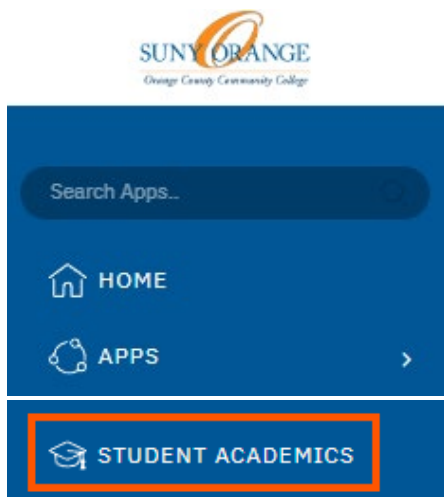
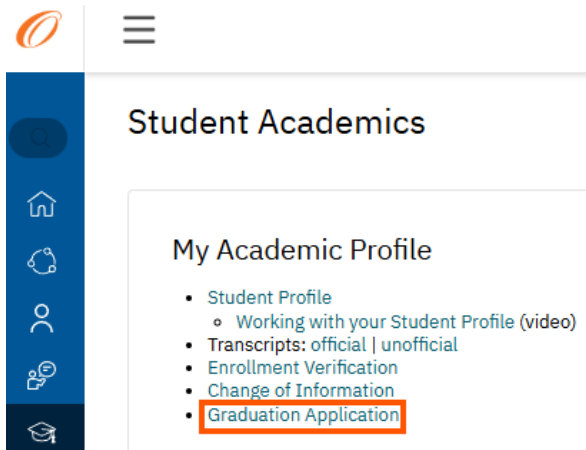


How to Apply for Graduation

1. Sign into your MYSUNYOrange account.
2. Choose “Student Academics” from the blue column on the left-hand side:



3. Click the “Apply for Graduation” link, located under “My Academic Profile”:



4. Under “Curriculum Selection” select the term associated with your degree that you would like to apply for (there may be more than one option):

Graduation Application

Curriculum Selection

 Select the program below that you would like to apply for graduation. If more than one program is listed and you would like to apply for graduation for both programs, please complete a graduation application for each program. If your information below is not correct, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once the corrections have been made, please apply for graduation.

Term *

Select

Fall 2025

Spring 2021

5. Next, choose the program you would like to apply for:

Term *

Fall 2025

☒ Current Program

Associate in Science

Level	Program	College	Campus
Undergraduate	Business Administration - AS	Orange County Cmty College	Middletown

Major

Business Administration AS

Continue

*If you are graduating with a dual degree, please complete an application for each degree program. (If the information listed under your degree is incorrect, do not fill out the application. Contact the Registrar's Office so your information can be corrected. Once corrected, you can then submit your application.)

6. Next, please select your graduation date:

Graduation Application

Graduation Date Selection

Current Program
Associate in Science

Please select your graduation term below

Graduation Date *

Date: 12/31/2025 Term: Fall 2025 Year: 2025-2026

Date: 12/31/2025 Term: Fall 2025 Year: 2025-2026

Back Continue

7. Next, you will choose your “Diploma Name”. Click the drop-down menu for options. Please choose “New” if you would like to enter your information manually:

Graduation Application

Diploma Name Selection

Current Program
Associate in Applied Science

Please indicate what name you would like to be listed on your diploma. You can select an existing name from the drop-down list, or select “New” and then type your name EXACTLY as you wish for it to appear on your diploma.

Name
Your Name

Select a Name for your Diploma *

Select

Back Continue

Please note: You can choose any name you wish on your diploma.

8. Next, choose the Mailing Address you would like your diploma mailed to.
Or you can select New and manually enter in a different address:

Graduation Application

Diploma Mailing Address Selection

Current Program
Associate in Science

Mailing Address For Diploma

Please indicate where you would like your diploma to be mailed. You can select an existing address from the drop-down list or select "New" and add in a new address.

One of your Addresses *

Select

Back Continue

9. Finally, review your Graduation Application Summary. If all of the information is correct, submit your application. If not, go back and fix the incorrect information, continue, and submit.

10. You will receive an Acknowledgement with important information. Please read it carefully.

If you have any questions, please reach out to the Registrar's Office at registrar@sunyorange.edu or (845) 341-4140.