



4 Steps to Graduating *for ChattState TCAT Students*

Must be in second or last semester

1

Submit Intent to Graduate Form

Mandatory for all graduates regardless of Graduation Ceremony participation.

- ▶ **Complete the Intent to Graduate form** in TigerWeb under Student Forms if you intend to graduate this semester. This will initiate the graduation process, invitation to participate in commencement ceremony, and the printing of your diploma printed (6–8 weeks after graduation).
- ▶ **Verify your mailing address** through TigerWeb before the last day of the semester. If changes are needed, submit Personal Information form through TigerWeb under Student Forms.
- ▶ **Pass all your classes!** Degrees are reviewed and awarded after grades are posted. This typically takes about 4–6 weeks. Once awarded, student will receive an email from *notify@ngwebsolutions.com* with details on ordering transcript.

Students are not guaranteed to graduate, but must pass their program and earn the required hours in order for the degree to be conferred.

2

Order Cap & Gown

Commencement cap & gown is provided by ChattState. Link to order form sent via email three months prior to commencement ceremony.

3

Cap & Gown Pickup

Pick up your cap, gown, and tickets for your guests to attend the ceremony. You will verify your mailing address and complete career assessment.

4

Attend Graduation

Specific ceremony times and programs will be announced via email one month prior to Graduation. Each guest must have a ticket.

TCATSS@chattanoogaastate.edu
chattanoogaastate.edu/graduation-information

