

Summer 2025 Diploma and Certificate Graduation Step-by-Step Process

Summer 2025 Graduation Application Dates:
May 15, 2025 – June 6, 2025

Cap and Gown Ordering Deadline Date:
May 15, 2025 - March 13, 2026 by 11:59 p.m.

Graduation Ceremony Participants: Graduation date - May 8, 2026

- **Step 1:** Apply online through CVCC's Pirate Portal for Graduation and pay the \$37.00 application fee by 11:59 p.m. on June 6, 2025.
- **Step 2:** Order cap and gown [HERE](#) for an additional \$31.00 by 11:59 p.m. by March 13, 2026. Please note that graduating students will pay the cap and gown fee directly to the vendor.

Non-Ceremony Participants

- Apply online for Graduation and pay \$37.00 application fee by 11:59 p.m. on June 6, 2025.

How to Apply for Graduation:

- Log into your CV Pirate Portal account.
- Under the "Student" card, click on "Student Services".
- Click on "Graduation Application."
- Select "Term."
- Click on "Current Program."
- Click "Continue."
- Proceed to complete the graduation application and submit it.
- Go to your "Student Account" and click on "Make a Payment, Deposit, and Payment Plan" to pay your \$37.00 graduation application fee.

***** Please note: The online graduation application automatically populates the major and degree/certificate on file in the Admissions Office. Therefore, contact the Admissions Office at (334) 291-4929 or adm@cv.edu to change your major. If your major is correct, but you are applying for a certificate within or outside your major area, please contact the admissions office to receive a paper application.**

Paying Graduation application fee:

Please note that if you have a balance, you will not be able to pay partial fees online. The entire balance must be paid. Contact the business office by phone at (334) 291-4937 or stop by their office in Wallace Hall 200B to pay your graduation application fee.

- Log into your Pirate Portal.
- Click the "Student" card.

- Click on “Make a Payment/Direct Deposit/1098-T/Payment Plans”.
- Agree to all of the Financial Services Agreements (the first log in only).
- Consent to receiving 1098-T electronically (the first log in only).
- Click on Make Payment button.
- Enter/Select amount of payment and Click continue.
- Once you click submit, you will follow the prompts to enter payment method to finalize your payment.

Degree/Certificate Fees:

Degree and Certificate application fee is \$37.00.

Order My Cap and Gown:

Cap and gown fee - \$31.00

CVCC has one graduation ceremony, which is held at the end of the spring semester. Students who wish to participate in the ceremony must first apply for graduation and pay the \$37.00 application fee. Then, you must order the cap and gown by clicking [HERE](#). Please fill out the order form completely and submit payment information. Please note that students will be directed to our vendor, Graduate Supply House to order cap and gown and payment will be made directly to Graduate Supply House and **not to** Chattahoochee Valley Community College.

Graduation Honors:

Note: Calculation of the GPA for graduation honors shall be identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate to be earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College.

** Calculation of graduation honors is based on the cumulative grade point average of the last semester prior to the graduation term.