

Degree Posting & Diplomas FAQs

How do I apply for graduation?

You must submit the form online, which you can access through this link, using your Sofia.edu login credentials.

<https://forms.office.com/Pages/ResponsePage.aspx?id=2-VDjfhEek6WJF8zEbkaa3QGmPp6JW5Dp-NxigPGrgZUNE1QUIU1TzEyROE1TVFPRDY1QUIOUIBRRi4u>

When will my degree post?

Degrees will post after all coursework and non-coursework requirements are complete and all grades have been recorded. Non-coursework requirements include clearing any balance and payment of the graduation fee. Generally, degrees are posted within 1-4 weeks after the term has ended assuming the students' degree requirements have been met.

When will I receive my diploma?

Diplomas are ordered when a student's degree posts and take about 6-8 weeks. The diploma will be mailed to the address listed on the students' degree application. If it is requested that a diploma be picked up the student will receive an email or phone call when the diploma is available.

My degree is posted. How do I order transcripts?

To order and pay for their transcripts online, please go to:

<https://secure.studentclearinghouse.org/tsorder/schoolwelcome?ficode=02267600>

Will I receive my diploma at the graduation ceremony?

A diploma cover is handed out at the commencement ceremony that students can keep for storing their diploma if they would like. The actual diploma will be mailed to the student or available to pick up after all of their degree requirements are met.

I haven't been notified of my degree posting and I am missing grades. What do I do?

If a student is missing grades they should touch base with the professor that taught the course and ask them to submit grades for the course.