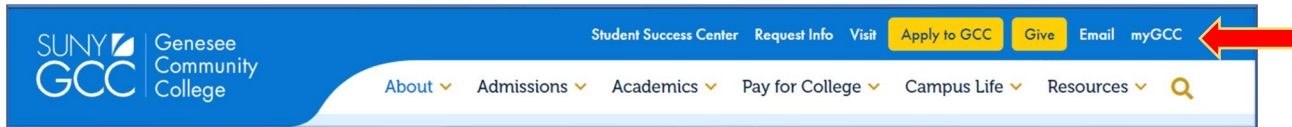
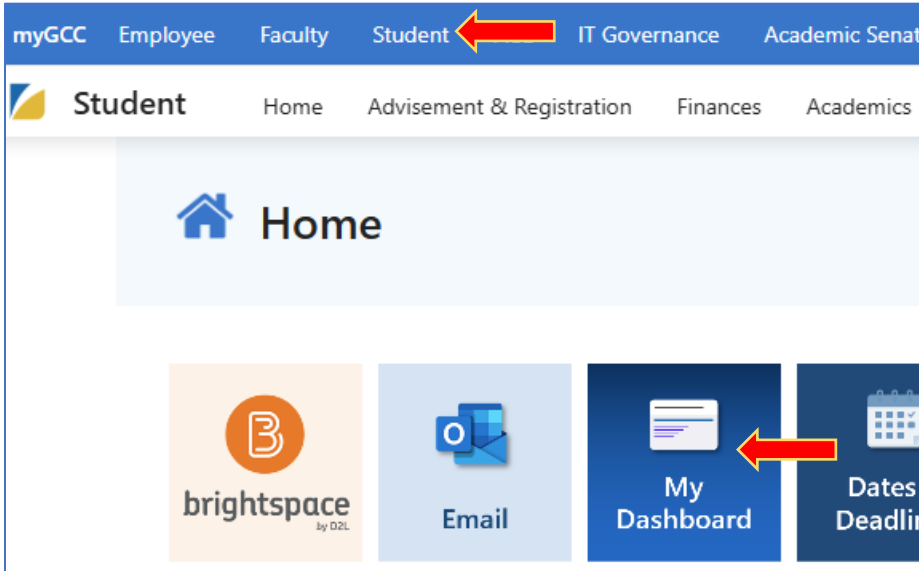


Instructions for Submitting an Application to Graduate through myGCC

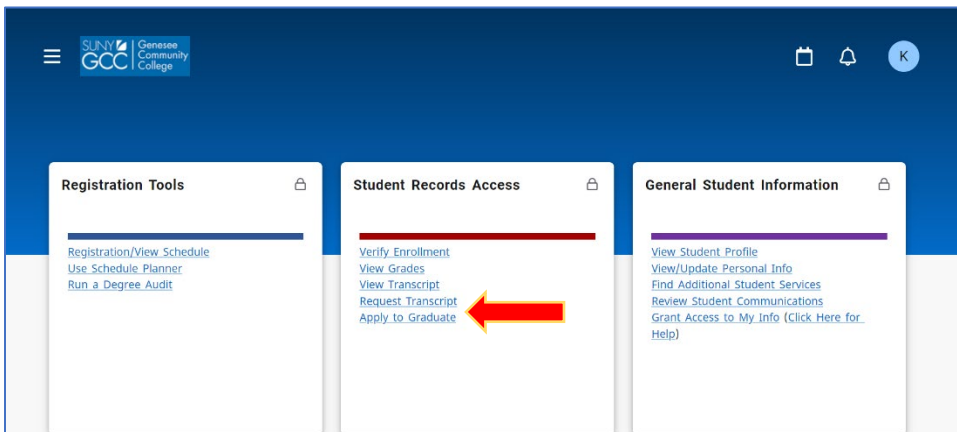
Log in to myGCC found at www.genesee.edu.



Once signed in, navigate to Student and Choose "My Dashboard".



On the Student Records Access Card, select "Apply to Graduate" from the menu options.



Select a term

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications. If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *

- Fall 2025
- Fall 2025
- Summer 2023
- Spring 2021
- Summer 2015
- Spring 2015

Select the radio button adjacent to the appropriate curriculum and click 'Continue' (You can only submit an application for 1 degree at a time. If you are planning on earning 2 degrees, you need to submit 2 applications).

Student • Graduation Application

Curriculum Selection

i Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications. If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *

Fall 2025

Current Program

Associate In Science	Program	Major
Level	Business Admin (AS)	BUSINESS ADMINISTRATION
Undergraduate		

Primary Degree

Associate In Science	Program	Major
Level	Business Admin (AS)	BUS.--BUSINESS ADMINISTRATION
Undergraduate		

Continue

Select the appropriate term for graduation date from the dropdown menu and if you will attend the graduation ceremony, then click 'Continue'.

Student • Graduation Application

Graduation Date Selection

Primary Degree
Associate In Science

Level	Program	Major
Undergraduate	Business Admin (AS)	BUS.--BUSINESS ADMINISTRATION

Graduation Ceremony Attendance

Graduation Date *
Date: 05/31/2026

Will you attend the ceremony?
 Yes
 No
 Undecided

[Back](#) [Continue](#)

Select your desired name from the dropdown menu and click 'Continue' (You will be able to alter the name on the next page).

Select a Name for your Diploma *

Select

New

Current Name (John Q Public)

Make the appropriate adjustments to your name in the text box(s) and click 'Continue'.

Select a Name for your Diploma *

Current Name (John Q Public)

First Name
John

Middle Name
Q

Last Name *
Public

[Back](#) [Continue](#)

Select the address where you would like your diploma mailed and click 'Continue' (Keep in mind that diplomas are sent approximately 1 month after each semester ends. You will be able to alter/change your selected address on the next page).

Diploma Mailing Address Selection


Primary Degree
Associate In Science

Level	Program	Major
Undergraduate	Business Admin (AS)	BUS.--BUSINESS ADMINISTRATION

Mailing Address For Diploma

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

One of your Addresses *

Select 


Make any necessary adjustments to your address in the text boxes and click 'Continue'.

Mailing Address For Diploma

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the

One of your Addresses *

Campus Address Rm G212

Street Line 1 * 

Rm G212

Street Line 2 Street Line 3

City *

State or Province Zip or Postal Code

Nation

Review your application information and click 'Submit Request'.

Student • Graduation Application

Date
05/31/2026

Ceremony
Attend Ceremony
No

Diploma Name

First Name	Middle Name	Last Name
John	Q	Public

Diploma Mailing Address

Street	City	State or Province	Zip or Postal Code
Rm G212 Records	Batavia	New York	14020

Curriculum
Primary Degree
Associate In Science

Level	Program	Major
Undergraduate	Business Admin (AS)	BUS.--BUSINESS ADMINISTRATION

[Back](#)

[Submit Request](#)

