

# BMCC Diploma FAQ

All emails mentioned in this document refer to your **Preferred Email Address** in CUNYFirst. To update your contact information in CUNYFirst, [follow these directions](#).

## **After Degrees are Awarded**

Degrees will be awarded in CUNYFirst within 1 month of the end of the semester, at which point graduates will be sent an congratulatory email to let them know their degree has been awarded and any transcripts they request going forward will verify their degree information. This email will also contain a link to a survey.

This survey will ask students for two items:

- 1) **Diploma Name**: Students provide their full name as they would like it to appear on their diploma. This can include middle name, middle initial, etc. Please be advised that the First and Last Name must be the same as the Primary Name listed in CUNYFirst. Students who wish to change their first or last name must submit a [Change of Personal Information Form](#) and have it completed prior to the diploma distribution date.
- 2) **Diploma Distribution**: All graduates will be issued a digital copy of their diploma within 8-12 weeks of their degree being awarded in CUNYFirst, which will be accessible through the Parchment website. The second section of the survey asks if students would like to receive a paper version of their diploma in addition to the digital diploma, as well as where they would like the diploma sent.


7-10 weeks after degrees are awarded, graduates will receive an email notification with instructions for electronically claiming their diploma through the Parchment website (Parchment.com).

Please be advised that any holds that would prevent the issuance of a transcripts will also prevent the diploma from being sent out (Bursar, Collections, Financial Aid Exit Interview, etc.). If such a hold exists on your CUNYFirst account, the BMCC Graduation Team will contact you directly before diplomas are distributed.

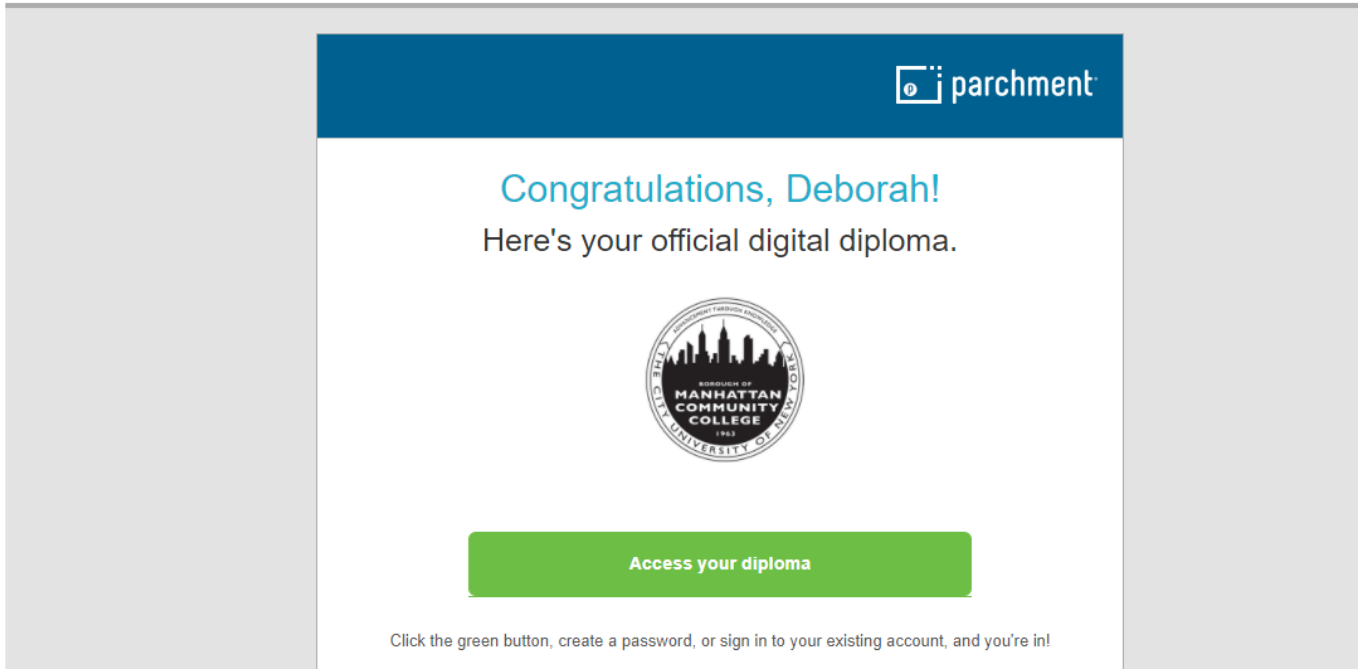
Graduates who are not initially sent their diploma due to a hold can contact [Graduation@bmcc.cuny.edu](mailto:Graduation@bmcc.cuny.edu) once the hold is lifted, and the team will be able to send the diploma to you via Parchment within 1-2 business days.

To claim your Parchment account please follow these 3 simple steps:

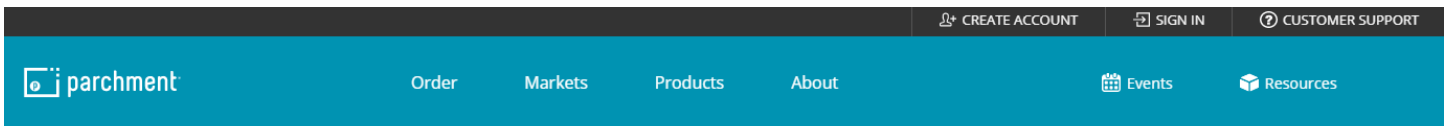
1) Check your email for the award notification from Parchment.

Congratulations! Your diploma is now ready 

Parchment and CUNY Borough of Manhattan Community College <congratulations@parchment.com>  
to me ▾




2) Follow the link to set up your Parchment digital credentials account.




## Sign In

Please choose whether you are a Learner or Administrator



**Learners and Parents**  
Current students, alumni or parents.

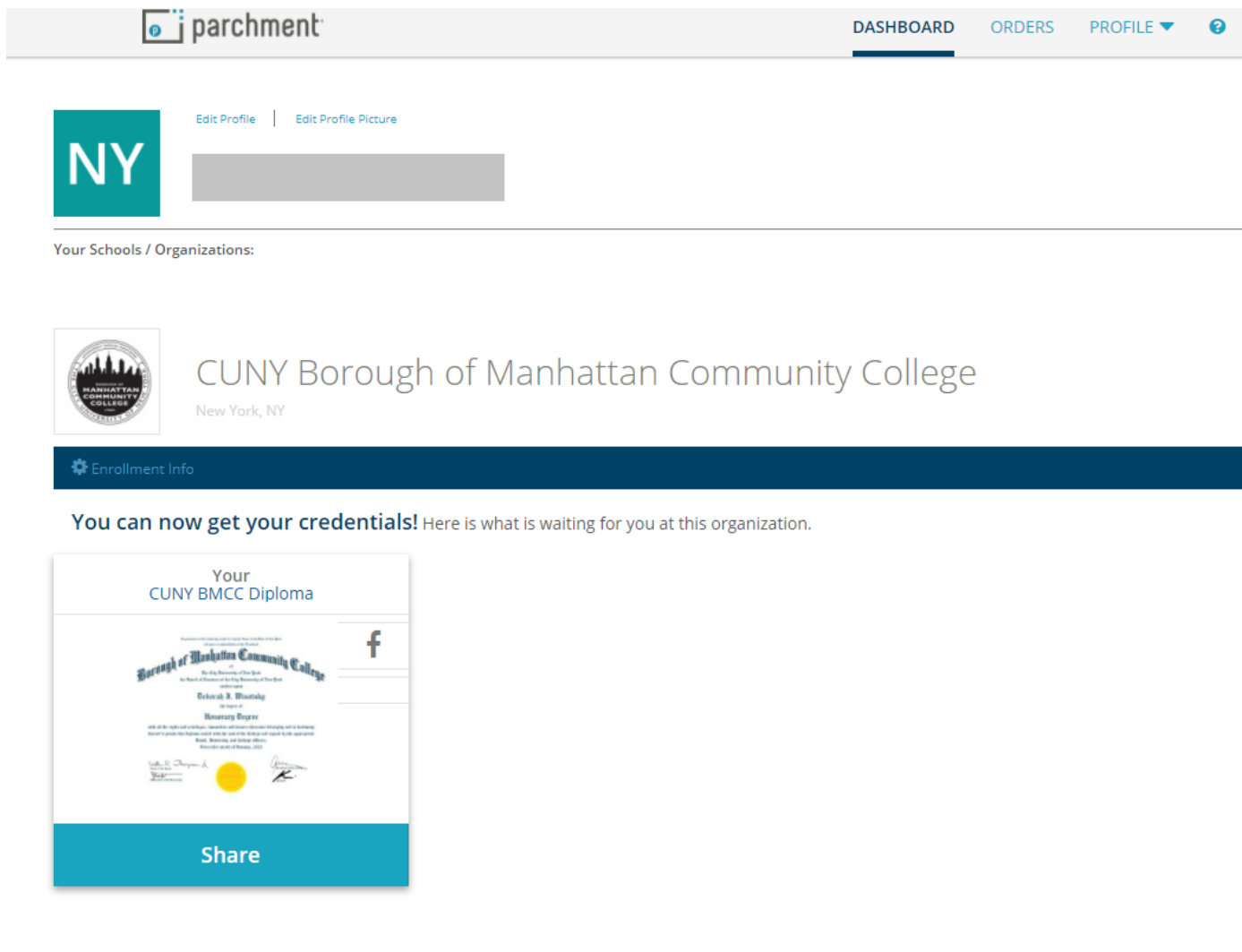
[SIGN IN](#)



**Administrators and Third Party**  
Counselors, Registrars or third party requestors.

[SIGN IN](#)

3) Share your digital diploma on Facebook and LinkedIn or download a secure .pdf version.



The screenshot shows the Parchment user interface. At the top, there is a navigation bar with the Parchment logo and links for DASHBOARD, ORDERS, and PROFILE. Below this is the user's profile section, featuring a profile picture placeholder and links to 'Edit Profile' and 'Edit Profile Picture'. The user's schools/organizations are listed, with 'CUNY Borough of Manhattan Community College' selected. A blue banner highlights 'Enrollment Info'. Below the banner, a message states: 'You can now get your credentials! Here is what is waiting for you at this organization.' A preview of a digital diploma is shown, titled 'Your CUNY BMCC Diploma'. The diploma features the college's logo, the name 'Edward R. Blonksky', and the degree 'Bachelor of Science'. A 'Share' button is visible at the bottom of the diploma preview.

## Benefits of a Digital Diploma

Your digital diploma will always be accessible through your Parchment account. You can login and download or share it again and again -- at no cost to you.

Once you claim your account and log in, you can share your achievements!

- Easily share your digital diploma with employers with a secure and verified link
- Share with family and friends on social media like Facebook and LinkedIn
- View your digital diploma online at any time with permanent access through Parchment.com
- Download your digital diploma and save it as a PDF

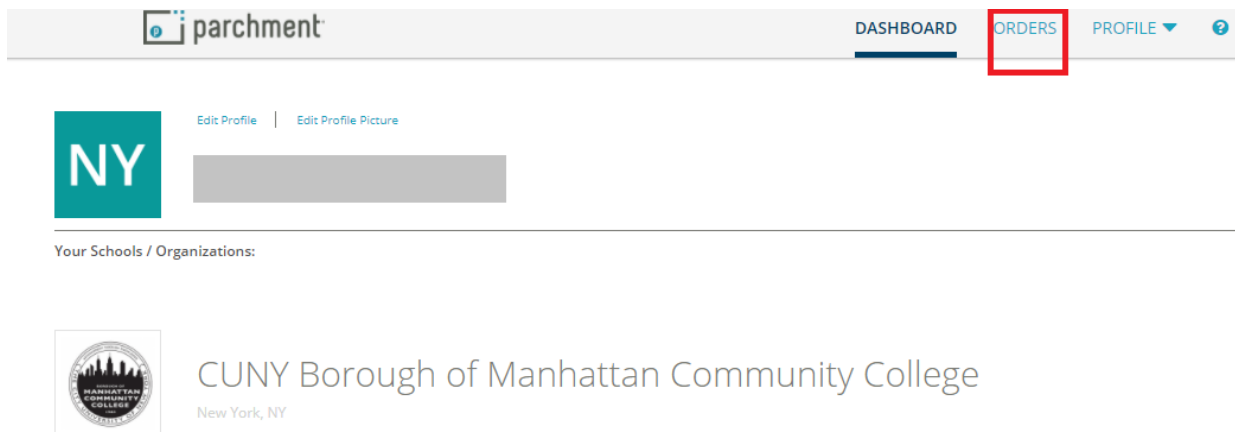
Digital Diplomas can Serve as an Alternative to the Apostille

- Many countries recognize digital diplomas. Parchment Award diplomas are supporting the needs of international credentials.

## Paper Diplomas

Once you are able to access and view your digital diploma on the Parchment website, your paper diploma (if you requested one in the survey mentioned above) will not be far behind. Diplomas will be shipped via the U.S. Postal Service (USPS), and you can check the status of your order through the Parchment website.

1) Once you log in to your Parchment Account, click on Orders at the top of the page



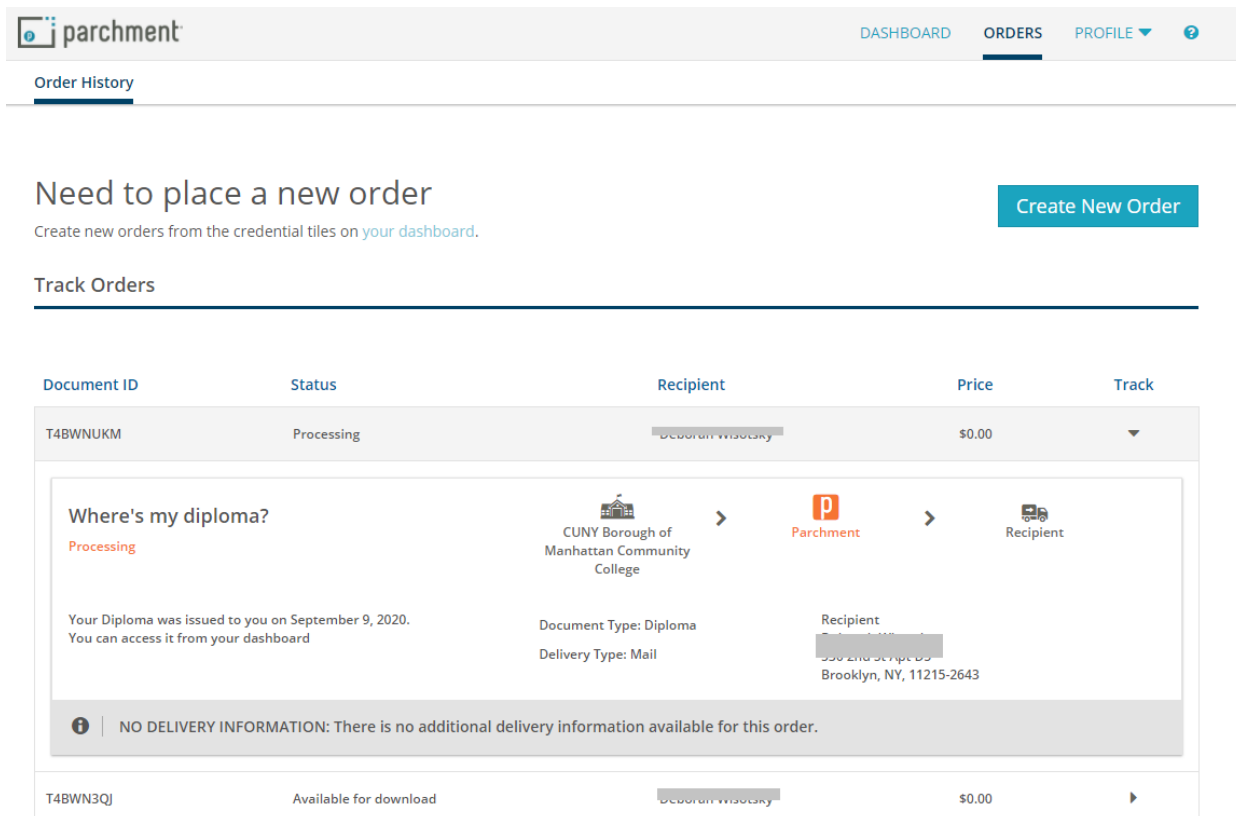
NY

Edit Profile | Edit Profile Picture

Your Schools / Organizations:

CUNY Borough of Manhattan Community College  
New York, NY

2) On the next page you will be able to see the status of any diplomas you have requested, and their status. Digital diplomas will show Delivery Type: Electronic, while paper diplomas will show the Delivery Type: Mail.



Order History

Need to place a new order

Create new orders from the credential tiles on [your dashboard](#).

Create New Order

Track Orders

Document ID	Status	Recipient	Price	Track
T4BWN3QJ	Processing	Deborah Wisocky	\$0.00	
<p>Where's my diploma?</p> <p>Processing</p> <p>Your Diploma was issued to you on September 9, 2020. You can access it from your dashboard</p> <p>CUNY Borough of Manhattan Community College</p> <p>Document Type: Diploma</p> <p>Delivery Type: Mail</p> <p>Parchment</p> <p>Recipient</p> <p>550 210 St Apt 05 Brooklyn, NY, 11215-2643</p> <p>NO DELIVERY INFORMATION: There is no additional delivery information available for this order.</p>				
T4BWN3QJ	Available for download	Deborah Wisocky	\$0.00	

If you originally requested just the digital diploma and now need the paper copy, or need an additional copy of your paper diploma, please reach out to the graduation team for assistance.

If you have difficulty accessing your Parchment account or issues with your login, you can contact Parchment directly for assistance [on their website](#).

Any questions regarding your diploma can be directed to [Graduation@bmcc.cuny.edu](mailto:Graduation@bmcc.cuny.edu).