

Diploma

Diplomas are mailed approximately 6 weeks after all grades have been received and posted. Change of Address? Complete and submit a [Change of Name and Address](#) form by the degree requirements completion deadline (see chart above). Be sure to check the Diploma Address box. An email will be sent to your personal email once your diploma is mailed.

You must comply with the following in order to receive your diploma:

1. Have a \$0 balance. Please contact the Accounting Services Office at accountingservices@stcl.edu or at 713-646-1750 with questions regarding your account balance
2. Complete a Financial Aid Exit Interview **and** Group Counseling Session - FINANCIAL AID RECIPIENTS ONLY
3. Complete a Graduate Employment Survey

Financial Aid Exit Interview (Financial Aid Recipients Only)

South Texas College of Law Houston, in complying with federal regulations, requires graduating students to complete Exit Loan Counseling. The Exit Loan Counseling includes both Stafford and Grad Plus Loans and is completed as follows:

1. Group counseling session scheduled in April for the May and July graduates.
2. Online counseling at <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>

You must complete **both** requirements by the end of your final semester. Otherwise, the order and receipt of your diploma will be delayed.

You will need the following information for two references:

- Name
- Address
- Telephone Number

You will need the following information for a Next of Kin:

- Name
- Address
- Telephone Number

Once the Financial Aid Office has received confirmation that both have been completed, this requirement will be satisfied and viewable via your Stanley account. Please contact the Financial Aid Office via email at faid@stcl.edu or by phone at 713-646-1820 with questions regarding the Exit Interview requirements.

Graduate Employment Survey & CRC Alumni Services

The Career Resource Center requires you to complete a quick Graduate Employment Survey that is now available on Symplicity. You need to complete the survey by **the respective deadline listed in the chart above.**

To complete the survey:

1. Login to Symplicity (<https://law-stcl-csm.symplicity.com/students/>)
2. Click on “Graduate Survey” under “Shortcuts” on the Symplicity homepage
3. Complete the Graduate Employment Survey with the information that you have as of now and click on Save Changes

Services offered by the CRC do not end once you receive your diploma. They offer all of their services, including career counseling, resume editing, and interview preparation to alumni as well. Contact them at 713-646-1866 or csso@stcl.edu to schedule an appointment, if you have any questions about the Graduate Employment Survey, or experience any problems logging on to Symplicity.

Mandi Gibson, Registrar
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