How to Apply for Graduation
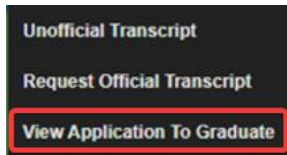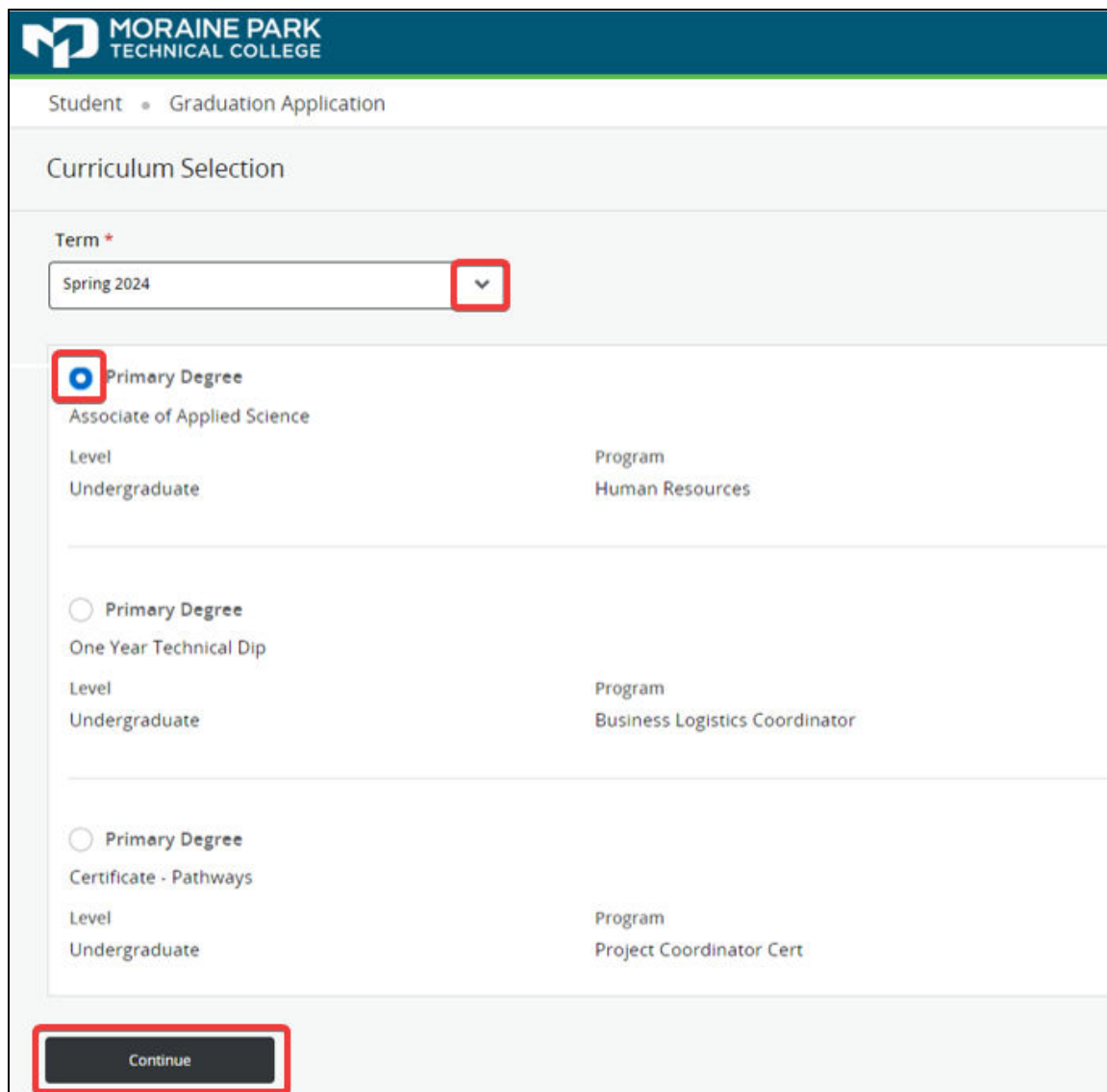
1. Follow instructions to access myStudent Center > Student Profile.

2. To begin your graduation application, click **View Application to Graduate** from the menu.

   Unofficial Transcript

   Request Official Transcript

   View Application To Graduate

3. Complete your Curriculum Selection:

   a. Select the **Term**.

   b. Select one **Program/Degree**. (If you are graduating from multiple programs, you will need to submit a graduation application for each program separately.)

   c. Click **Continue**.

4. Complete your Graduation Date Selection:

    a. Select your **Graduation Date**.

    b. Let us know if you will attend the ceremony. (This question will not appear if you chose a Certificate program on the last screen.)

    c. Click **Continue**.

5. Complete your Diploma Name Selection:

    a. Select the **Name** you want on your diploma.

        i. *Current Name* means your name will appear as it is listed in our system.

        ii. *New Name* will allow you to specify a different first or middle name. If your last name needs to be updated, you must submit a Student Record Change Form.

    b. Click **Continue**.

6. Complete your Mailing Address:

   a. Use the dropdown to select the address you want your diploma mailed to.

   b. Click **Continue**.

7. Review your information for accuracy, then click **Submit Request**.

8. Your graduation application has been submitted when you see the **Acknowledgement** page.

How to Check if You Applied for Graduation

1. Follow instructions to access myStudent Center > Student Profile.

2. Review **Graduation Information** directly on your Student Profile. If an active link is present, this means you have applied for graduation. Click the link to view your graduation application(s).

3. Use the dropdown to select the degree and view application details.