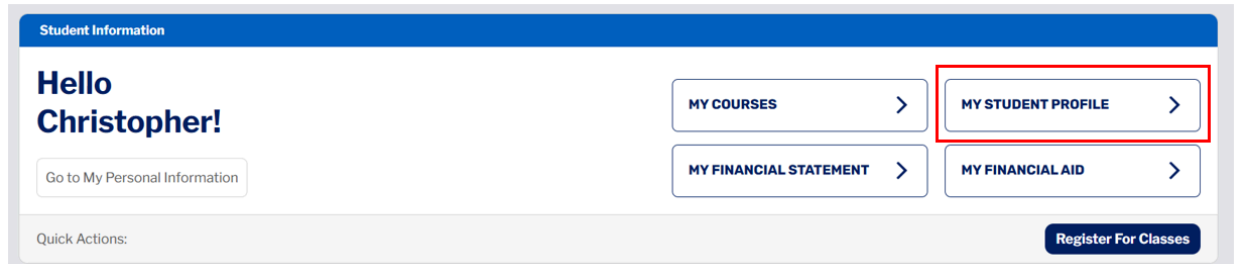
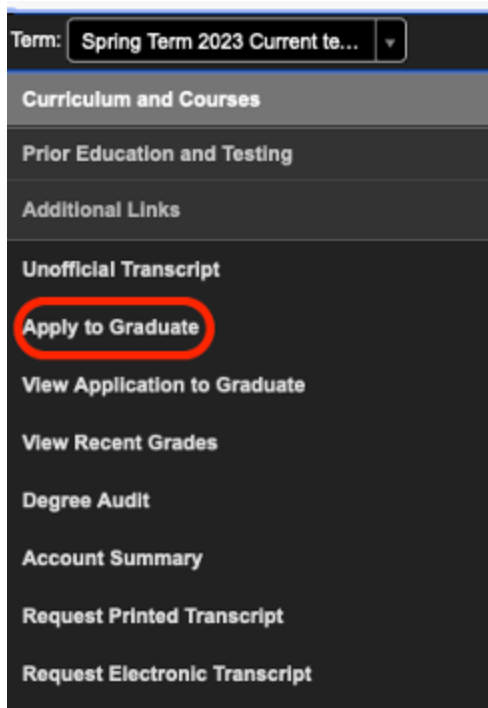


1. Log into the student portal.
2. Click “My Student Profile”, which will take you to your Student Profile



3. In the *Student Profile* menu click on *Apply to Graduate* on the left hand side



4. Select the latest term and select the degree that you are applying for. *If you do not see the correct degree or major code, please contact the Office of the Registrar immediately.* Click continue:

Curriculum Selection

Term *

Spring Term 2023

☐ Current Program

Master of Arts

Level

Graduate

Continue

5. Indicate whether or not you are planning on attending the convocation and commencement ceremonies. (You can always change your decisions later on). Click Continue:

Graduation Date Selection

Current Program

Master of Arts

Graduation Ceremony Attendance

Graduation Date *

Date: 05/17/2023 Term: Spring Term 2023 Year: 2022-2023

Will you attend the ceremony?

☐ Yes

☐ No

☒ Undecided

Back

Continue

6. Choose your diploma name. Clicking New will allow you to enter your middle name or initial and suffix (such as Jr, Sr, III, etc.), which will then print on your diploma. Click Continue:

Diploma Name Selection

Current Program
Master of Arts

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name
[Redacted]
Select a Name for your Diploma *
New

First Name
[Redacted]
Middle Name

Last Name
[Redacted]
Suffix

Back Continue

7. Select the address where you would like your diploma mailed. All addresses on file for you at the College will populate in this drop down menu. By selecting New you will be able to enter another mailing address for your *diploma only*. Click Continue:

Diploma Mailing Address Selection

Current Program
Master of Arts

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *
New

Street Line 1 *
Street Line 2
City *
State or Province
Nation

Street Line 3
Zip or Postal Code

Back Continue

8. This will bring up a summary of all information you just entered. Double check to ensure accuracy. When you are sure everything is correct, click Submit Request:

Graduation Application Summary

Graduation Date

Date

05/17/2023

Term

Spring Term 2023

Year

2022-2023

Ceremony

Attend Ceremony

Yes

Diploma Name

First Name

Last Name

Diploma Mailing Address

Street

City

State or Province

Zip or Postal Code

Curriculum

Current Program

Master of Arts

Level

Graduate

Back

Submit Request

9. Congratulations! You have just applied for graduation!

[Student](#) • [Graduation Application](#)

Acknowledgement

Your graduation application has been submitted.

Please note that you can now also view the status of your graduation application on your degree audit.