



How to Navigate to the Graduation Application

1. Login to my.du.edu and navigate to the student resources page. Under student resources, click on the academic resources page. From here, you can find the 'apply for graduation' link located under academic functions. You can also directly search for the application for graduation in the search bar at the top of the page. Searching for 'apply for graduation' will bring up the academic resources page directly.

The screenshot shows the University of Denver website's navigation menu on the left. The 'Student Resources' dropdown is open, and 'Academic Resources' is highlighted with a red arrow. In the main content area, under the heading 'Academic functions', the link 'Apply for graduation' is highlighted with a red arrow. Below it, there are links for 'Declare or change a minor and other student forms' and 'Knowledge base for the Office of the Registrar'. The 'Office of the Registrar' section lists 'Registration and grading' and 'Transcript fulfillment'.

The screenshot shows a search bar with the text 'apply for graduation'. Below the search bar, a search result is displayed for 'Academic Resources', which is highlighted with a red arrow. The result description reads: 'Page · View academic calendar, course evaluations, apply for graduation, ordering textbooks, etc.'. Below the result is a 'View All Results' button.

2. Select a term to determine the curriculum for your graduation application. ***PLEASE NOTE: THIS TERM SHOULD BE ENTERED AS THE CURRENT ACADEMIC TERM. YOU WILL BE ASKED TO ENTER YOUR GRADUATION TERM ON A LATER SCREEN.*** Click submit.



Personal Info Student Financial Aid Faculty Employee

Search Go

Curriculum Term Selection

Select a term to determine curriculum for graduation application. (For the best results, select the current term.)

Select a Term: 

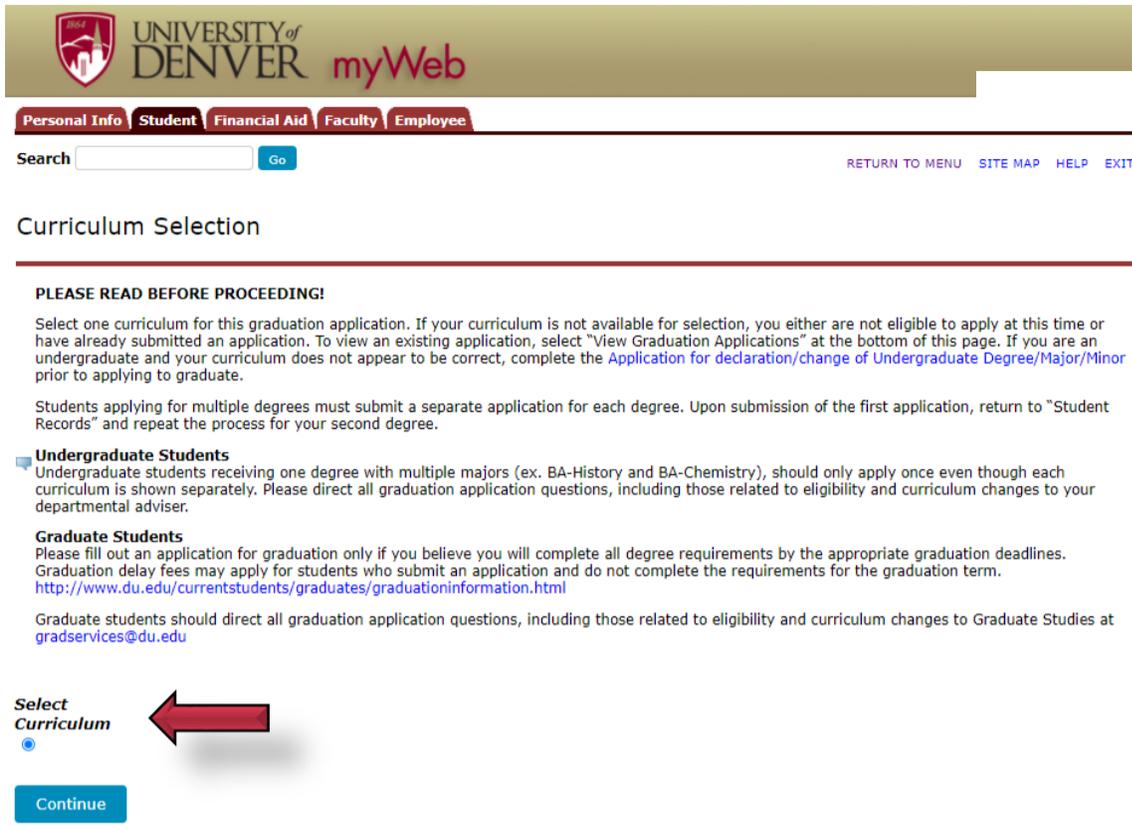
- Winter Quarter 2022
- Autumn Quarter 2021
- Spring Quarter 2021
- Winter Quarter 2021
- Autumn Quarter 2020

Submit

RELEASE: 8.7

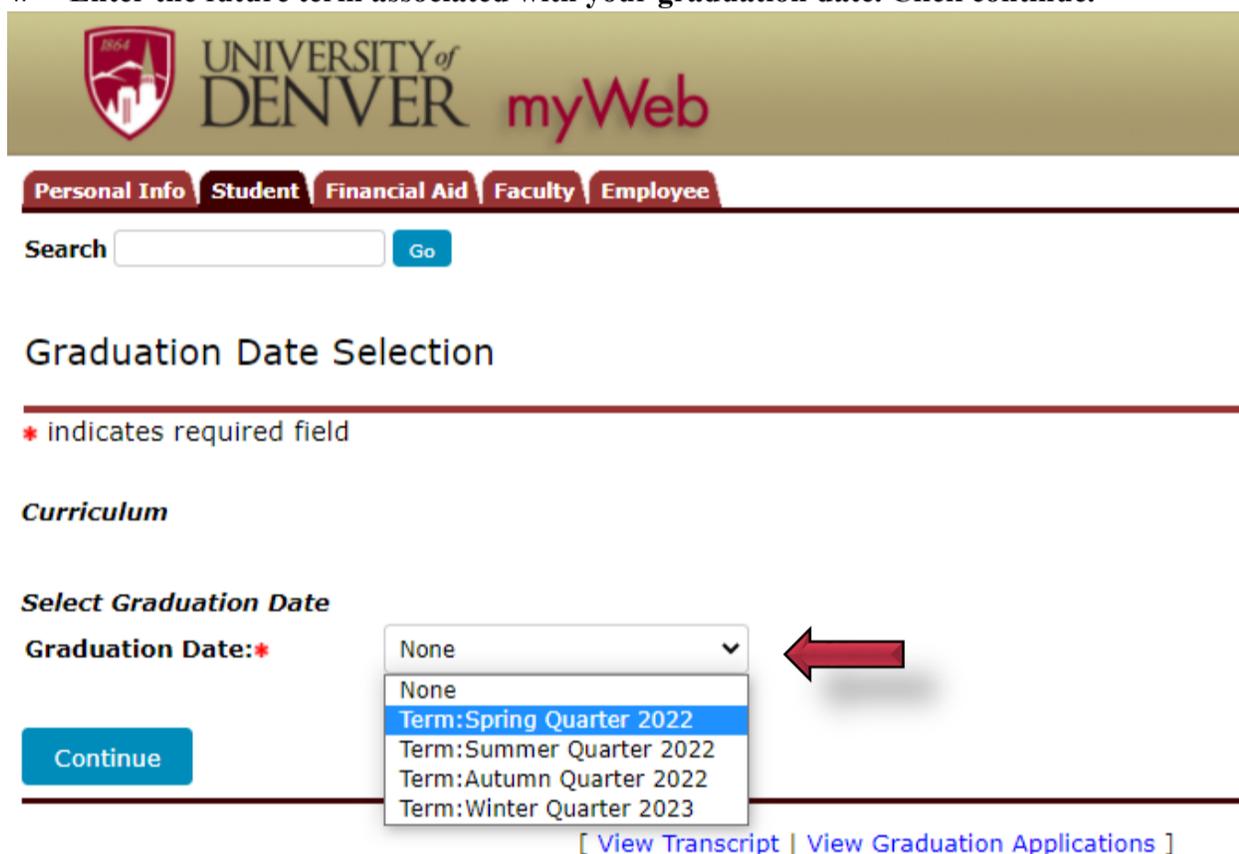


3. Read the information provided on the screen. If your curriculum is available, click on the radio button. If your curriculum is not available, please see the provided instructions or visit your advisor for assistance. Click continue.



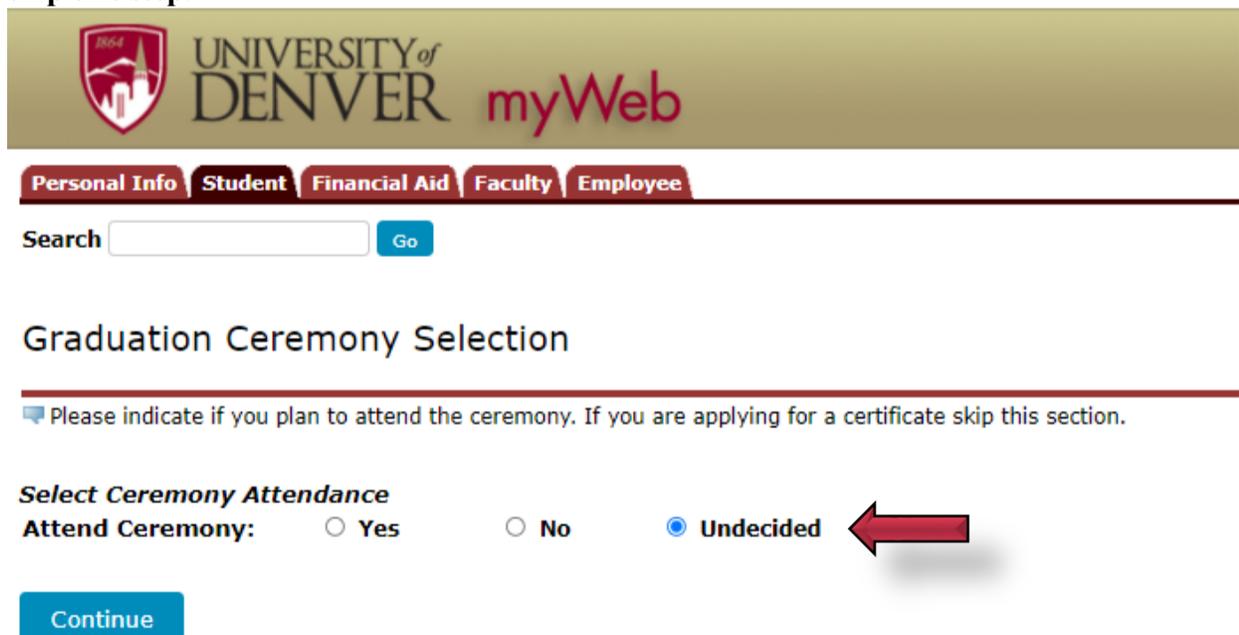
The screenshot shows the University of Denver myWeb interface. At the top, there is a navigation bar with tabs for Personal Info, Student, Financial Aid, Faculty, and Employee. Below this is a search bar and a 'Go' button. The main heading is 'Curriculum Selection'. A section titled 'PLEASE READ BEFORE PROCEEDING!' contains instructions for selecting a curriculum. Below the instructions, there are two radio buttons: 'Undergraduate Students' (which is selected) and 'Graduate Students'. A red arrow points to the 'Undergraduate Students' radio button. At the bottom of the section is a 'Continue' button.

4. Enter the future term associated with your graduation date. Click continue.



The screenshot shows the University of Denver myWeb interface for 'Graduation Date Selection'. It features a navigation bar, a search bar, and a 'Continue' button. The main heading is 'Graduation Date Selection'. A note indicates that an asterisk (*) denotes a required field. Under the heading 'Select Graduation Date', there is a dropdown menu labeled 'Graduation Date:*'. A red arrow points to the dropdown menu, which is open and shows the following options: 'None', 'None', 'Term:Spring Quarter 2022', 'Term:Summer Quarter 2022', 'Term:Autumn Quarter 2022', and 'Term:Winter Quarter 2023'. Below the dropdown menu are links for '[View Transcript | View Graduation Applications]'.

5. Enter your decision to attend a ceremony. Click continue. If you are applying for a certificate, skip this step.



The screenshot shows the University of Denver myWeb interface for 'Graduation Ceremony Selection'. It features a navigation bar, a search bar, and a 'Continue' button. The main heading is 'Graduation Ceremony Selection'. A note indicates that users should indicate if they plan to attend the ceremony, or skip this section if applying for a certificate. Under the heading 'Select Ceremony Attendance', there is a section labeled 'Attend Ceremony:' with three radio buttons: 'Yes', 'No', and 'Undecided'. A red arrow points to the 'Undecided' radio button.

6. Use the menu to select the name that you would like printed on your diploma. Click continue.



Personal Info | **Student** | **Financial Aid** | **Faculty** | **Employee**

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Diploma Name Selection

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 "Current Name."

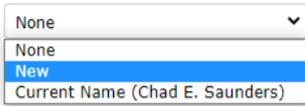
* indicates required field

Name
Name: Chad Everett Saunders

Current Diploma Name:

Select a Name for your Diploma

One of your Names: *



7. If you prefer your diploma name to display special characters you may insert them on this page. Click continue.



Personal Info | **Student** | **Financial Aid** | **Faculty** | **Employee**

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Diploma Name Selection

If you prefer your diploma name to display special characters you may insert them on this page. If you need assistance please contact John Maly at john.r.maly@du.edu .

Click here for [Special Character Chart](#)

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name: * 

Suffix:

8. Review the information you have entered for the application. Click submit request. Congratulations... You have just applied to graduate!



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Graduation Application Summary

Please review the information below and click Submit Request. If there is an error on this page, please use the back button and make the correction before submitting the application.

Graduation Date
Term: Spring Quarter 2022 

Ceremony
Attend Ceremony: Undecided 

Diploma Name
First Name: Chad
Middle Name: Everett
Last Name: Saunders 

Curriculum