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.**

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.**

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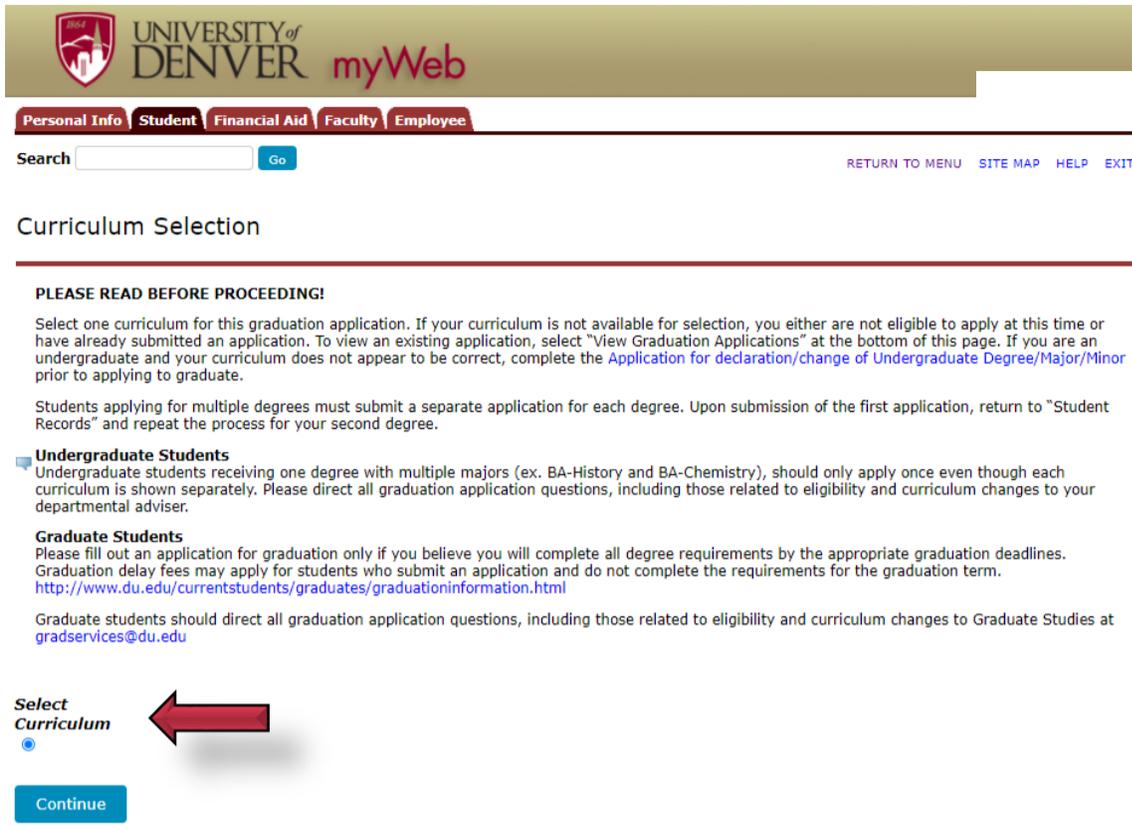
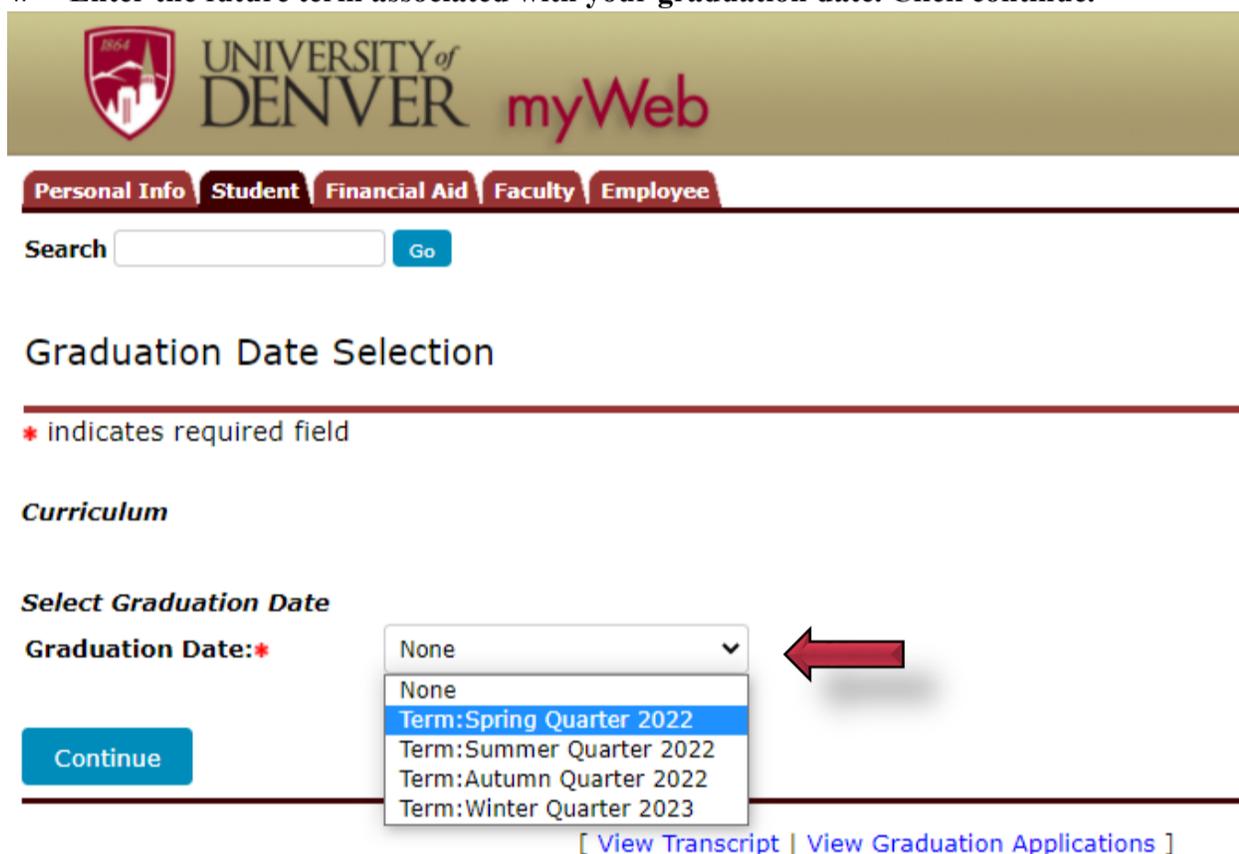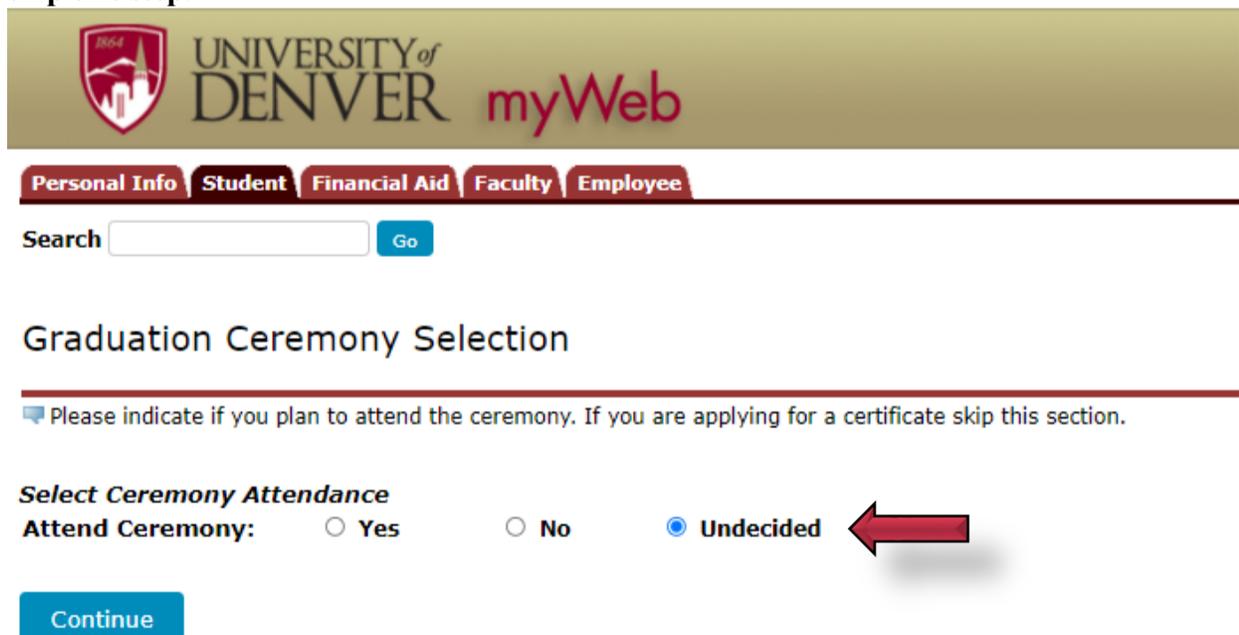
4. **Enter the future term associated with your graduation date. Click continue.**

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

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

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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."
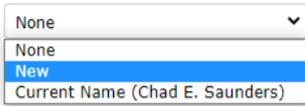
✱ indicates required field

Name
Name: Chad Everett Saunders

Current Diploma Name:

Select a Name for your Diploma
One of your Names:✱   [None   ▼]
                        None
                        New
                        Current Name (Chad E. Saunders)

[Continue]

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

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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: [Chad   ]
Middle Name: [Everett   ]
Last Name:✱   [Saunders   ]
Suffix: [   ]

[Continue]

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

[Submit Request]