How to Apply for Graduation

Students

In the portal, you will have the ability to electronically apply for graduation in your respective programs of study. You can access the application within the MyU Portal (www.myu.umc.edu) from the Student tab → Academics → Graduation Application.
Page 1 – Choose the program of study and month for which you are applying to graduate. Any applications in progress will display in a table along with its graduation date and status. The Program of Study drop-down is populated with the program/programs from your academic record. If applicable, select the program’s track. Next, select one of the available graduation periods from the dropdown. Please note you are required to submit a separate application for each program.

Page 2 – You will be asked to verify your Legal Name. This is the name which will appear on your diploma.

* If your name is correct, select “No, Proceed to Next Step”.

* If you already have a name change request pending, you will be requested to not submit another one.

* If your name is incorrect or you wish to change your name, select “Yes, Proceed to Name Change Form”. You will be required to provide documentation to support this request.

If you chose “Yes, Proceed to Name Change Form”, you will be directed to the Name Change Request form. Complete the new name fields, select the effective date of the change, and upload the legal document of the name change. If you don’t have the documentation, check the box agreeing to submit the appropriate documents to the Registrar’s Office at a later date. After submitting the request, you will be redirected to continue completing the graduation application.
Page 3 – Next, review your local address. The address that appears here is the local address on file with the University. If this information needs to be updated, click the hyperlink and you will be directed to the MyU portal to update your profile information.
Page 4 – On step three, you must review your Hometown and Newspaper information. Your hometown information is determined by your permanent home address. If this information is incorrect, please contact the Registrar’s Office.

Next, provide the name of the newspaper from your hometown.

Page 5 – Provide your parent/guardian Information. To add a parent/guardian, click the add icon after completing the line item. To delete a parent/guardian, on that particular row click delete.
Page 6 – If you are married, provide your spouse’s name and hometown.

New Graduation Application

Step 5: Spouse

Please fill out the form below if you are married. Otherwise skip this form and go to next step.

Spouse’s Name

Spouse’s Hometown

<< Previous  Next Step >>

Page 7 – Next, your previous degrees are automatically populated for your review. If you believe any of the information listed is in error or incomplete, please contact the Registrar’s Office.

New Graduation Application

Step 6: Previous College Degrees Earned
(Bachelors degree or higher)

You don’t have any previous degree in the student system.

* If you believe any of the information listed above is in error or incomplete, please contact the Registrar’s Office.

<< Previous  Next Step >>
Page 8 – Next, indicate if you intend to participate in the Graduation Ceremony. If you have a FERPA hold, you will be asked if you wish to remove your hold or participate in the Graduation Ceremony. If you select ‘Yes’, you will have to provide your Regalia information.

**New Graduation Application**

**Step 7: Commencement**

Do you plan to participate in the Graduation Commencement in May?

- You have FERPA hold.
- No, I do not wish to remove FERPA hold or participate in Graduation Ceremony.
- Yes, I wish to remove FERPA hold in order to participate in Graduation Ceremony.

Page 9 – If you indicated you will participate in the Graduation Ceremony, you will be prompted to provide your regalia information.

**New Graduation Application**

**Step 7-1: Academic Regalia**

- Height*: ______________ (in the format of X’Y’’’)
- Weight*: ______________ (in lbs)
- Chest Measurement*: ______________ (in inches)

<< Previous | Submit Order >>
Page 10 – Input your personal email address.

New Graduation Application

Step 8: Personal E-mail

Personal E-mail

<< Previous  Submit
You will be able to review your application one last time for any errors before submission. The editable fields are highlighted blue, and you can make changes to those fields by clicking the field name. Once submitted, no changes can be made. Please contact the Registrar’s Office to make changes.

After submitting the application, you will be notified of your successful submission. When the administrators have made their decisions, the status of your application will be displayed in the MyU portal.

Your application has been submitted successfully. When the administrators’ decisions have been made, the status of your application will be displayed in the MyU portal.