YOUR GUIDE TO Applying for Graduation Online

THE PROCESS

1. Log into myMU. Choose MILO in the services tab of student self-service.

2. Click on Student & Financial Aid Information.

3. Click on Student Records.

4. Click Apply to Graduate.

5. You should now see the Payment Screen.

   **NOTE:** It is important that you complete the application process in the same session in which you began.

6. Choose either undergraduate or graduate for the degree you are obtaining for the term.

7. Submit your payment information for commencement fees.

8. Choose the term for which you are applying for graduation.
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THE PROCESS (Continued)

9. Choose the major for which you are applying for graduation.

10. Select your graduation date from the drop-down menu.

11. Verify the name to be printed on your diploma.

12. Click Submit Request.

NOTE: If your name is incorrect, it can be updated by visiting the Registrar’s Office in Old Main 106A.

Congratulations, you have applied for graduation!

For more information, contact the Office of Registrar in Old Main 106A or email registrar@marshall.edu.

www.marshall.edu/registrar