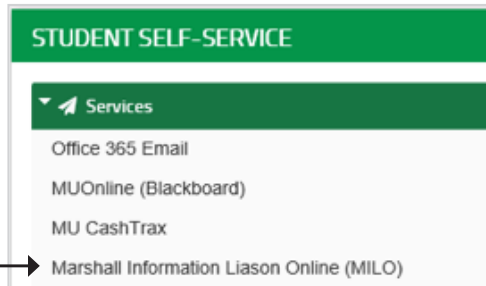


YOUR GUIDE TO Applying for Graduation Online

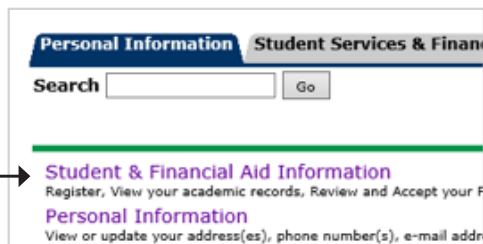


THE PROCESS

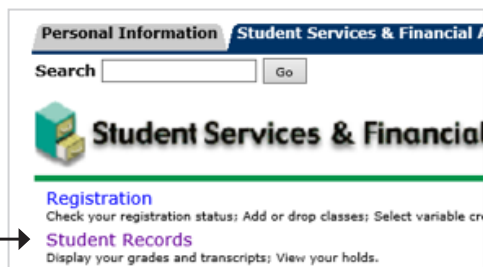
- 1 Log into **myMU**. Choose **MILO** in the services tab of student self-service.



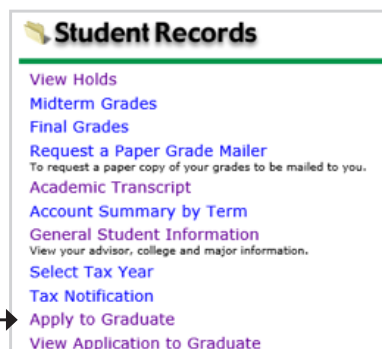
- 2 Click on **Student & Financial Aid Information**.



- 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.

Description	Charge
☐ Commencement - Associate Degree	\$50.00
☐ Commencement - Bachelor's Degree	\$50.00
☐ Commencement - Master's Degree	\$50.00
☐ Commencement - Doctoral Degree	\$100.00
☐ Commencement - Certificate	\$15.00

- 7 Submit your **payment information** for commencement fees.

Payment Options

Select

Select

Payment process has been completed.
You must complete your application at this time or your payment can not be applied to your application.
[Click here to complete your graduation application](#)

- 8 Choose **the term** for which you are applying for graduation.

Curriculum Term Selection

Select a term to determine curriculum for graduation application.

Select a Term:

RELEASE: 8.7.1

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THE PROCESS (Continued)

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

Search Go

Curriculum Selection

Select one curriculum for this graduation application.

Select Curriculum

☐ Current Program

Level: Undergraduate

College: College of Business

Major: BBA, Management

Major: BA, Political Science

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

Graduation Date Selection

Select a date for your expected graduation.

Indicates required field

Curriculum

Bachelor of Business Admin.

Level: Undergraduate

Major: BBA, Management

Major Concentration: Health Care

Major: BBA, Marketing

Minor: Accounting

Select Graduation Date

Graduation Date:

Continue

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

Search Go

Diploma Name Selection

This is the name that will appear on your diploma. If your name is misspell to Old Main 106A with your social security card with the corrected name.

Name

Name: John Marshall

Continue

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

- 12** Click **Submit Request**.

Search Go

Graduation Application Summary

This is the information that will be submitted for your application to graduate.

Graduation Date

Date: Jul 07, 2017

Term: Summer II 2017

Year: Academic year 2016-2017

Curriculum

Bachelor of Business Admin.

Level: Undergraduate

Major: BBA, Management

Major Concentration: Health Care

Major: BBA, Marketing

Minor: Accounting

Submit Request

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

