

1. Access the Alternative Graduation Application

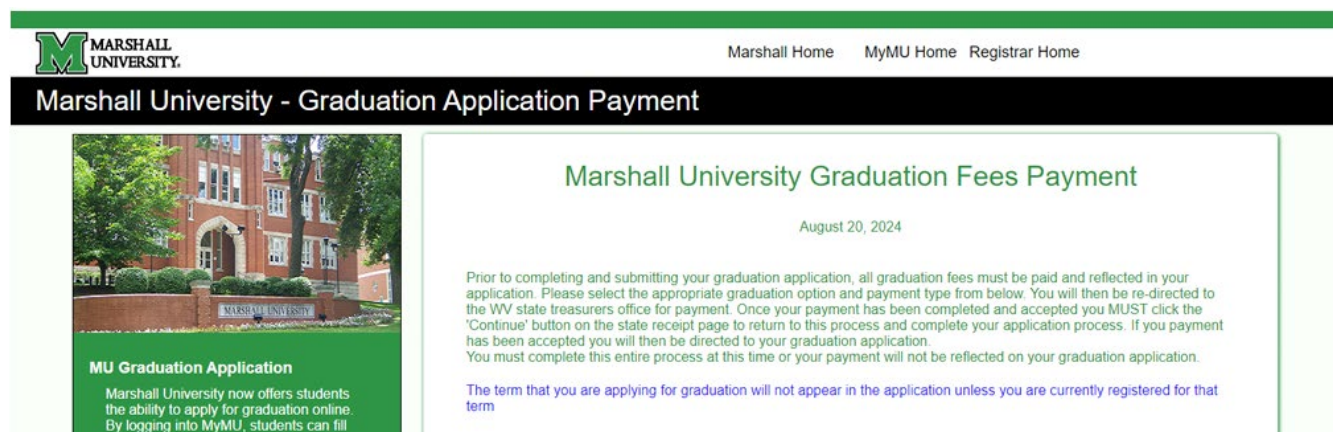
Being by visiting: <http://go.marshall.edu/AltGradApp>

2. Log In with your MUnet Account

Use your MUnet credentials to sign in. This will allow the system to access your official university records, including your name, address, and other personal information.

3. Proceed to the Payment Screen

Once logged in, you will be directed to the payment screen.



4. Select Your Degree Program

Choose the degree you are currently pursuing from the list provided.

	Description	Charge
<input type="radio"/>	Commencement - Associate Degree	\$50.00
<input type="radio"/>	Commencement - Bachelor's Degree	\$50.00
<input type="radio"/>	Commencement - Master's Degree	\$50.00
<input type="radio"/>	Commencement - Doctoral Degree	\$100.00
<input type="radio"/>	Commencement - Certificate	\$15.00

5. Enter Payment Details

Submit your payment information to cover the commencement fee.

Payment Options


Credit Card Payment

Electronic Check (ACH) Payment

6. Complete the Graduation Application

After payment is processed, you'll be redirected to the application form. Most of your details will be pre-filled based on your university records. Complete the highlighted fields.

Graduate students: Select **Graduate Studies** as your college to view available graduate-level majors.



Graduation Application

Student Information

<p>Student ID: <input type="text" value="901234567"/></p> <p>Student First Name: <input type="text" value="Marco"/></p> <p>Student Email: <input type="text" value="Marco@marshall.edu"/></p> <p>Alternative/Non-MU Email: <input type="text" value="marcomarshall@gmail.com"/></p> <p><input type="checkbox"/> Check here if you prefer to have your diploma sent to your alternative email instead of your Marshall email.</p> <p>Current Advisor: <input type="text" value="Penny Smith"/></p> <p>Advisor Email: <input type="text" value="psmith@marshall.edu"/></p> <p>Select your Current College: <input type="text" value="College of Business"/></p> <p>Term: <input type="text" value="202601"/></p> <p>Overall GPA: <input type="text" value="4.00"/></p>	<p>Student Last Name: <input type="text" value="Marshall"/></p> <p>Student Phone: <input type="text" value="304 696 3170"/></p> <div style="border: 1px solid #FFD700; padding: 5px;"><p>Current College: <input type="text" value="Choose college or Graduate Studies for Grad Degrees"/></p><p>Major: <input type="text" value="Choose your major after selecting your college"/></p><p>Select Area of Emphasis: (if applicable) <input type="text" value="Choose emphasis (if applicable)"/></p></div> <p><small>*Some majors require specific academic criteria for admission and may require a separate application or audition, if appropriate.</small></p> <p>Institutional GPA: <input type="text" value="4.00"/></p>
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7. Review and Confirm Your Permanent Address

Ensure your mailing address is accurate. If the address shown is incorrect, use the link provided on the form to update it.

Permanent Address (Your diploma will be mailed here, please update the address using the directions below if needed):

Address:

City: State: Zip:

Current students may change their permanent mailing address through myMU.

1. Go to [myMU](#) and sign in with your MUNet username and password.
2. Under the Student Self Service menu on the left, click the Services folder and select Marshall Information Liaison Online (MILO).
3. Under the Personal Information tab in MILO, select Update Address(es) and Phone(s).

If you do not have access to your myMU account, you can use the [Address Change Form](#) to submit a request. You may also print out the [Student Information Change Form](#) with your updated address and return it to the Office of the Registrar in Old Main 106A or send it to registrar@marshall.edu.

8. Acknowledge the Graduation Timeline

Read and agree to the timeline acknowledgement. This confirms your understanding that diplomas and transcripts will be available approximately one month after final grades are posted and your graduation audit is complete. Click in the highlighted box to provide your signature.

☐ I understand that my degree and updated transcripts won't be available until approximately a month or more after final grades are submitted and the graduation audit is completed. I understand that until then, I won't be able to use them for licensing, credentials, or employment.

9. Sign the Application

Click on the signature box to sign your name. The date will be filled in automatically when you complete the

form.

Signatures	
<p>* <input type="checkbox"/> I understand that my degree and updated transcripts won't be available until approximately a month or more after final grades are submitted and the graduation audit is completed. I understand that until then, I won't be able to use them for licensing, credentials, or employment.</p>	
<p>* <u>Marco Marshall</u> Student Signature</p>	<p><u>9/5/2025</u> Date</p>

10. Submit the Application

Be sure to click the **Submit Form** button at the bottom of the page. Your application will not be processed until it is submitted.

Submit Form

11. Confirmation

Once your application is submitted successfully, you will receive confirmation email at your MU email.