Applying for Graduation

1. Log in to WebCentral using your DU ID number and passcode.

2. Select either the MyWeb tab or the Student tab and click on Banner Self – Service.

3. Click on Student and Financial Aid and then select Student Records.

4. Under the Student Records folder, select Apply to Graduate.

5. Select the current term.

6. Select the program for which you are applying and click continue. You can apply for only one program at a time. If you are applying for multiple degrees, you will need to submit a separate online application for each degree.
7. Click the down arrow next to the graduation date field. Select from the list of available graduation terms. Continue to the next page. **Note:** If the term you want is not listed, contact your graduation evaluator.

8. Select the name that you want to appear on your diploma. You will be able to edit your name on the next page. Continue to the next page.

9. Edit your diploma name if necessary. Click on *Special Character Chart* for a guide to adding accent marks and other special characters. Continue to the next page.

10. Review the information shown for accuracy. Click *Submit Request* if correct.
11. A confirmation page will appear. Print the page for future reference.

12. If you need to submit another application, return to the MyWeb tab or Student tab and begin the process again.