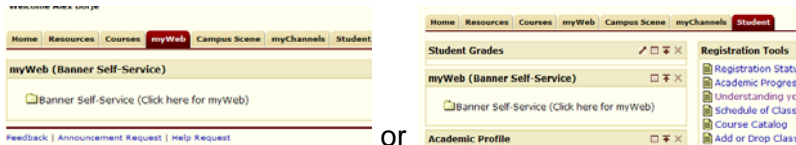


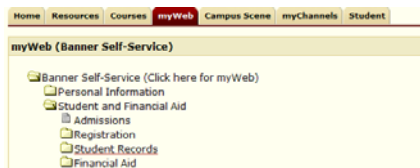
## Applying for Graduation

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*.



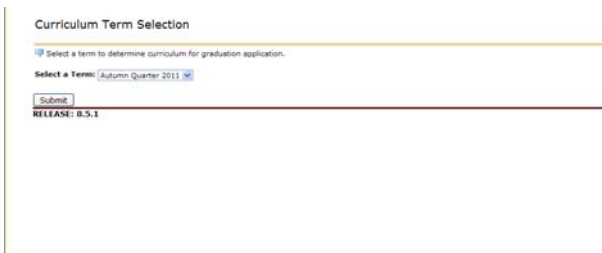
3. Click on *Student and Financial Aid* and then select *Student Records*.



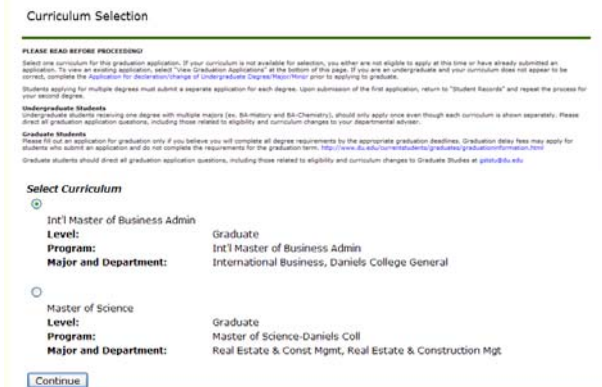
4. Under the *Student Records* folder, select *Apply to Graduate*.



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.

**Graduation Date Selection**

• indicates required field

**Curriculum**  
**Current Program:** Master of Arts  
**Level:** Graduate  
**Program:** Master of Arts-Arts & Human  
**College:** Arts and Humanities  
**Major and Department:** Art History, School of Art and Art History

**Select Graduation Date**  
**Graduation Date:** None  
Term: Summer Quarter 2011  
Term: Summer Quarter 2011  
Term: Autumn Quarter 2011  
Term: Winter Quarter 2012

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.

**Diploma Name Selection**

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

• indicates required field

**Name**  
**Name:** John Samuel Smith

**Current Diploma Name:**

**Select a Name for your Diploma**  
**One of your Names:** None

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.

**Diploma Name Selection**

If you prefer your diploma name to display special characters you may insert them on this page. If you need assistance please contact Nick Chabot at [nchabot@du.edu](mailto:nchabot@du.edu).  
 Click here for [Special Character Chart](#).

• indicates required field

**Name For Diploma**  
**First Name:**   
**Middle Name:**   
**Last Name:**

10. Review the information shown for accuracy. Click *Submit Request* if correct.

**Graduation Application Summary**

Please review the information below and click Submit Request. If there is an error on this page, please use the back button and make the correction before submitting th

**Graduation Date**  
**Term:** Summer Quarter 2011

**Diploma Name**  
**First Name:** John  
**Middle Name:** Samuel  
**Last Name:** Smith

**Curriculum**  
**Current Program:** Master of Arts  
**Level:** Graduate  
**Program:** Master of Arts-Arts & Human  
**College:** Arts and Humanities  
**Major and Department:** Art History, School of Art and Art History

## 11. A confirmation page will appear. Print the page for future reference.

### Graduation Application Signature Page

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PLEASE READ CAREFULLY AND PRINT THIS PAGE FOR FUTURE REFERENCE.

Your application for graduation has been submitted and will be processed after the graduation deadline.

Questions regarding your graduation should be directed to your academic unit. **It is essential that you keep your email, address and phone number updated with the University.**  
Questions regarding your evaluation should be directed to your graduation evaluator.

#### GRADUATION CONTACTS

##### Daniels College of Business

Key Ramsey  
DCB, Room 255  
303.871.2153  
k Ramsey@du.edu

##### University College

Tina Miller  
2211 S. Josephine St.  
303.871.3945  
cmiller@du.edu

##### Social Work

Sarah Sweetman  
Crilly Hall  
303.871.2843  
sarah.sweetman@du.edu

##### Josef Korbel School of International Studies

Susan Rivera  
Ben M. Cherrington Hall 101A  
303.871.2534  
sunvera@du.edu

##### All other Graduate Programs

Jessica Keefer  
Office of Graduate Studies  
Mary Reed, Room 5  
303.871.2305  
gststu@du.edu

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#### DIPLOMAS

Please verify your mailing address and hold status on [WebCentral](#) during the last week of the quarter of graduation.  
Any past due obligations (parking tickets, library fines, tuition, exit interviews for loans) will hold your diploma. Your address information and hold status may be viewed through the student tab.  
Your diploma will be mailed to your mailing address unless otherwise specified.

Typically, your diploma and an unofficial transcript will be mailed to you 8-10 weeks after the quarter ends. Once a hold has been cleared, you must contact the Office of the Registrar.  
**Unless this office has been notified that a hold has been released, the diploma will not be sent.**

#### COMMENCEMENT CEREMONIES

Commencement ceremonies are held at the end of the Spring and Summer Quarters. Students receiving a degree at the end of Autumn or Winter Quarter are invited to participate in the Spring Quarter ceremony.  
**Please Note:** Participation in the commencement ceremony does not certify clearance for graduation. Graduation is finalized after the quarter has ended and final grades have been received.

Instructions for spring commencement will be emailed to your preferred email address in March or April. Instructions for summer commencement will be emailed in July.  
Information regarding commencement is also available at [www.du.edu/commencement](http://www.du.edu/commencement)

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[ [View Graduation Applications](#) ]

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