



## How to Navigate to the Graduation Application

1. Login to my.du.edu and navigate to the student resources page. Under student resources, click on the academic resources page. From here, you can find the ‘apply for graduation’ link located under academic functions. You can also directly search for the application for graduation in the search bar at the top of the page. Searching for ‘apply for graduation’ will bring up the academic resources page directly.

The screenshot shows the top navigation bar of the University of Denver my.du.edu website. On the left, a sidebar menu lists 'Employee Resources', 'Faculty Resources', 'Student Resources', 'Academic Resources', 'Accessibility and Accommodations', 'Financial Account Management', and 'Financial Aid'. The 'Academic Resources' link is highlighted with a red arrow. The main content area is titled 'Academic functions' and lists three items: 'Apply for graduation' (highlighted with a red arrow), 'Declare or change a minor and other student forms', and 'Knowledge base for the Office of the Registrar'. Below these items are brief descriptions of each.

The screenshot shows a search bar with the text 'apply for graduation'. Below the search bar, a result card is displayed. The card has a red arrow pointing to the 'Academic Resources' link. Below the link, it says 'Page · View academic calendar, course evaluations, apply for graduation, ordering textbooks, etc.'. At the bottom of the card is a button labeled 'View All Results'.

2. Select a term to determine the curriculum for your graduation application. **\*PLEASE NOTE: THIS TERM SHOULD BE ENTERED AS THE CURRENT ACADEMIC TERM. YOU WILL BE ASKED TO ENTER YOUR GRADUATION TERM ON A LATER SCREEN.\*** Click submit.

The screenshot shows the 'myWeb' page of the University of Denver. At the top, there is a navigation bar with tabs for 'Personal Info', 'Student', 'Financial Aid', 'Faculty', and 'Employee'. Below the navigation bar is a search bar with the text 'Search' and a 'Go' button. The main content area is titled 'Curriculum Term Selection'. Below the title, there is a message: 'Select a term to determine curriculum for graduation application. (For the best results, select the current term.)'. Below this message is a dropdown menu labeled 'Select a Term:'. The dropdown menu is open, showing a list of terms: 'Winter Quarter 2022', 'Autumn Quarter 2021', 'Spring Quarter 2021', 'Winter Quarter 2021', and 'Autumn Quarter 2020'. The 'Winter Quarter 2022' option is highlighted with a red arrow. Below the dropdown menu is a 'Submit' button. At the bottom left of the page, there is a 'RELEASE: 8.7' label.

3. Read the information provided on the screen. If your curriculum is available, click on the radio button. If your curriculum is not available, please see the provided instructions or visit your advisor for assistance. Click continue.

Personal Info

Student

Financial Aid

Faculty

Employee

Search

Go

RETURN TO MENU

SITE MAP

HELP

EXIT

Curriculum Selection

PLEASE READ BEFORE PROCEEDING!

Select one curriculum for this graduation application. If your curriculum is not available for selection, you either are not eligible to apply at this time or have already submitted an application. To view an existing application, select "View Graduation Applications" at the bottom of this page. If you are an undergraduate and your curriculum does not appear to be correct, complete the [Application for declaration/change of Undergraduate Degree/Major/Minor](#) prior to applying to graduate.

Students applying for multiple degrees must submit a separate application for each degree. Upon submission of the first application, return to "Student Records" and repeat the process for your second degree.

Undergraduate Students

Undergraduate students receiving one degree with multiple majors (ex. BA-History and BA-Chemistry), should only apply once even though each curriculum is shown separately. Please direct all graduation application questions, including those related to eligibility and curriculum changes to your departmental adviser.

Graduate Students

Please fill out an application for graduation only if you believe you will complete all degree requirements by the appropriate graduation deadlines. Graduation delay fees may apply for students who submit an application and do not complete the requirements for the graduation term. <http://www.du.edu/currentstudents/graduates/graduationinformation.html>

Graduate students should direct all graduation application questions, including those related to eligibility and curriculum changes to Graduate Studies at [gradservices@du.edu](mailto:gradservices@du.edu)

Select Curriculum

Continue

4. Enter the future term associated with your graduation date. Click continue.

Personal Info

Student

Financial Aid

Faculty

Employee

Search

Go

Graduation Date Selection

\* indicates required field

Curriculum

Select Graduation Date

Graduation Date:\*

Continue

None

None

Term:Spring Quarter 2022

Term:Summer Quarter 2022

Term:Autumn Quarter 2022

Term:Winter Quarter 2023

[ View Transcript | View Graduation Applications ]

5. Use the menu to select the name that you would like printed on your diploma. Click continue.

Personal Info

Student

Financial Aid

Faculty

Employee

Search

Go

RETURN TO MENU

SITE MAP

HELP

EXIT

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 "Current Name."

\* indicates required field

Name

Name:

Chad Everett Saunders

Current Diploma Name:

Select a Name for your Diploma

One of your Names:\*

Continue

None

None

New

Current Name (Chad E. Saunders)

6. If you prefer your diploma name to display special characters you may insert them on this page. Click continue.



Personal InfoStudentFinancial AidFacultyEmployee

SearchGo

RETURN TO MENU SITE MAP HELP EXIT

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 Sage Thao at sage.thao@du.edu

Click here for [Special Character Chart](#)

\* indicates required field

**Name For Diploma**

First Name:

Middle Name:

Last Name:\*

Suffix:

Continue

7. Review the information you have entered for the application. Click submit request. Congratulations... You have just applied to graduate!

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 the application.

**Graduation Date**

Term:

Spring Quarter 2026

**Diploma Name**

First Name:

Middle Name:

Last Name:

Chad

Everett

Saunders

**Curriculum**

Current Program:

Non-Degree Graduate

Level:

Program:

College:

Major and Department:

Graduate

Non-Degree Nat Sci & Math

Natural Sciences and Math

Non-Degree – Spec Detail, Natural Sciences General

Submit Request

Created by: Chad Saunders | 1/10/2022 UNIVERSITY OF DENVER- OFFICE OF THE REGISTRAR