How to Navigate to the Graduation Application
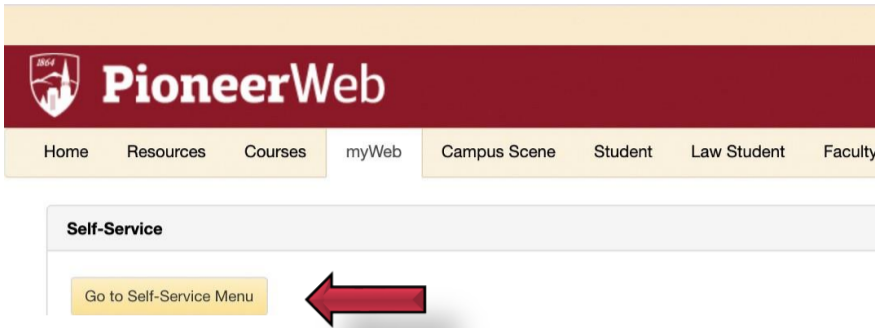
1. **Login to PioneerWeb and navigate to the MyWeb tab.**
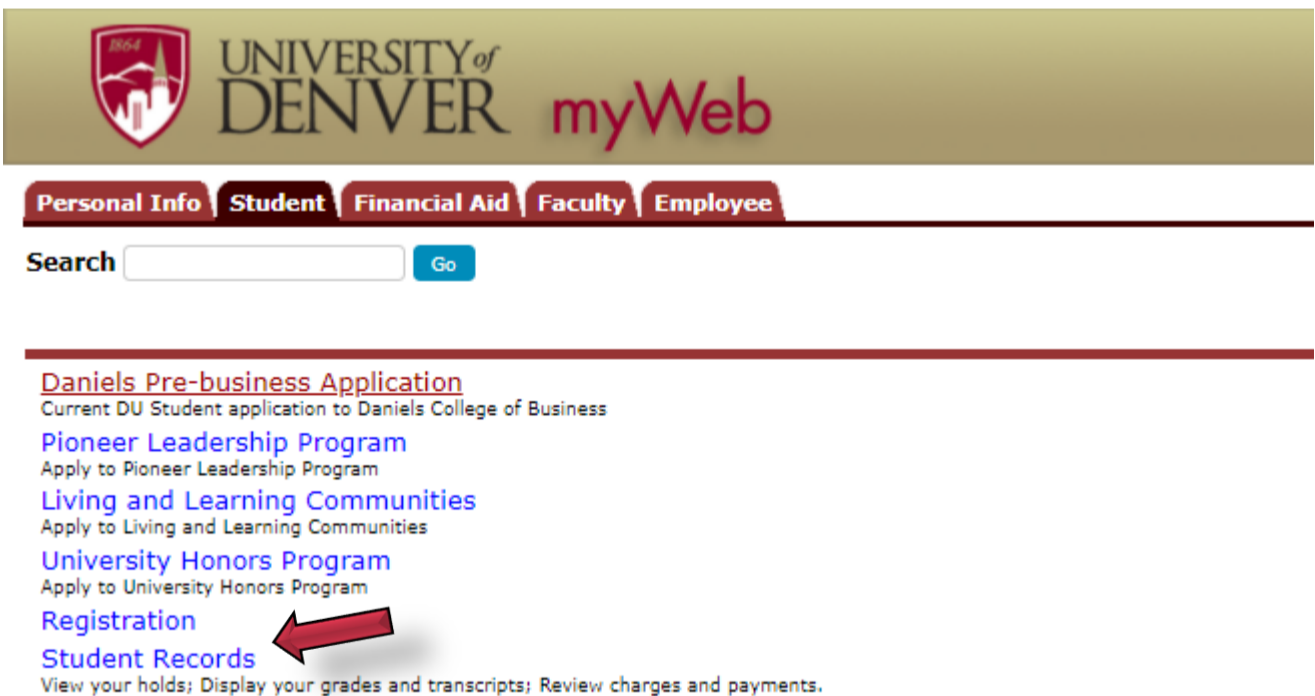
2. **Click on the Self-Service Menu button.**

3. **From that menu, select Student.**

4. **Navigate to the Student Record link.**

5. **Click Apply to Graduate**.

6. **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.**

7. **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.**

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

Graduation Date Selection

* indicates required field

Curriculum

Select Graduation Date

Graduation Date: *   None ▼   ⬅

None
Term:Spring Quarter 2022
Term:Summer Quarter 2022
Term:Autumn Quarter 2022
Term:Winter Quarter 2023

Continue

[View Transcript | View Graduation Applications]

9. **Enter your decision to attend a ceremony. Click continue. If you are applying for a certificate, skip this step.**

Graduation Ceremony Selection

💬 Please indicate if you plan to attend the ceremony. If you are applying for a certificate skip this section.

Select Ceremony Attendance
Attend Ceremony: ○ Yes   ○ No   ● **Undecided**   ⬅

Continue

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

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: *   None ▼   ⬅

None
New
Current Name (Chad E. Saunders)

Continue

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

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 John Maly at john.r.maly@du.edu .

Click here for Special Character Chart

✱ indicates required field

Name For Diploma

First Name:	Chad
Middle Name:	Everett
Last Name: ✱	Saunders
Suffix:	

[Continue]

12. **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 2022

Ceremony
Attend Ceremony: Undecided

Diploma Name
First Name: Chad
Middle Name: Everett
Last Name: Saunders

Curriculum

[Submit Request]