GRADUATION APPLICATIONS

Instructions for Students
Accessing the Application in Gibson

- Navigate to your Gibson Student Portal
  - In the center of the webpage you will see information under headings such as:
    - Current Account Balance
    - Degree Works Audit
    - Apply to Graduate
      - This is what you see to the right in the red box, and what you are looking for on your page.
      - Typically it will be found just above the bottom of the webpage, right before “My Schedule & Grades.”
Entering the Application Online

- Once you’ve clicked the link to access the application, you will come to this screen.
  - Click “Start Now”

- On the next page, you will see two drop down menus.
  - Select the term in which you plan to graduate.
  - Select your program for application – these will be supplied for you. Different programs require separate applications.
  - Confirm that the data listed is correct before hitting submit.
Entering the Application Online

- Enter the data regarding your diploma name and shipping address for the document.
- Double check that your country and state/province are matching with your zip code. Any slight errors can cause delays.
- Be sure to confirm that the name you’ve selected is what you want on your diploma by checking the box indicating so.
- Make your selection regarding the Unified Spring Commencement Ceremony before saving and continuing.

Name Information

- Enter your legal name on your diploma. The following exceptions apply:
  1. Middle names may be omitted, abbreviated, or appear in full. You may include your maiden name as a middle name.
     a. EG: Legal Name — Mary Jane Smith
     b. Mary J. Smith
     c. Mary Jane Smith
     d. Mary Jane Johnson Smith
  2. Students who have chosen first names other than their legal first name may use this name, as long as it has been recorded on file with the University Registrar.
  3. All students who wish to appear on their mother’s maiden name to their legal last name using a hyphen may do so.

Address Information

- Enter the data regarding your shipping address for the document.
- Double check that your country and state/province are matching with your zip code. Any slight errors can cause delays.
- Be sure to confirm that the name you’ve selected is what you want on your diploma by checking the box indicating so.
- Make your selection regarding the Unified Spring Commencement Ceremony before saving and continuing.
Entering the Application Online

- Graduate level students only: you will see a selection of questions based on your program on this next screen.
- Make your selections to enter the data required from your school.
- Previously earned degrees is an optional field; if you select “yes” in response to the thesis question, you must enter the name of your thesis.
Entering the Application Online

- The confirmation screen will show you the data you have entered on the previous page(s). Please look over the information to ensure you have not made any accidental errors before submitting.
- You must click “submit” or your application will not be complete and your advisor will not be able to continue the process of preparing your record for graduation.
- You will receive an email confirming the information once you submit.
- Your advisor will receive an email confirming as well.
- You may return to the link in your portal at any time to update your address for diploma mailing.
- If you have any questions regarding your application, please reach out to the Office of the Registrar or your advisor.