

ONLINE APPLICATION FOR GRADUATION

Instructions

Log in to myUDC using your EMAIL ADDRESS and PASSWORD.

Click on the Student tab.

Click on Student from the drop down.

To your right, click on Self-Service options by the E.

Click on the Student

Click on the Student Records

Click on Apply to Graduate

Select:

1. Term Selection

The term for which you are applying to graduate is already below. Click submit.

2. Program Selection

Select your program for this graduation application, then click continue.

3. Graduation Date Selection

Click the drop down arrow, select the date already indicated, then click continue.

4. Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony, then click continue.

5. Diploma Name Selection

Click the down arrow and select "NEW" to enter your name as it should appear on your diploma

OR

Select a version of your name that is already on file, then click continue.

Verify your diploma name, then click continue.

6. Diploma Mailing Address Selection

Click the down arrow to select "NEW" to enter the mailing address for your diploma

OR

Select an address already on file, then click continue.

Verify the address to which your diploma is to be mailed, then click continue.

NOTE: IF YOU ADD AN ADDRESS, IT WILL ONLY BE USED FOR MAILING YOUR DIPLOMA.

7. Graduation Application Fee

You may use a credit or debit card to complete this transaction. Click the Down Arrow and select Graduation Application Fee (your only option), then click continue.

8. Graduation Application Summary

Please review the information below before submitting your application. If you wish to make changes, please click your browsers Back button to return to the appropriate page to make your correction(s).

NOTE: AFTER SUBMITTING THIS APPLICATION, CHANGES CAN ONLY BE MADE IN THE OFFICE OF THE REGISTRAR.

If there are no changes to be made, click submit request.

9. Bill + Payment

Please follow payment instructions.