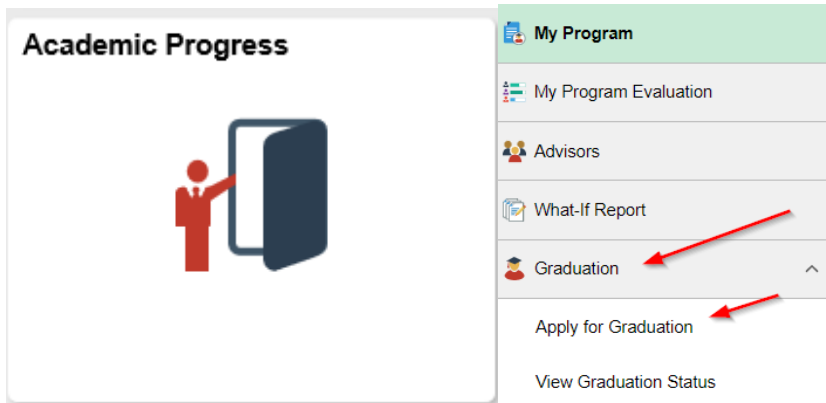


Applying for Degree Conferral/Graduation

STUDENTCENTER.CHAPMAN.EDU

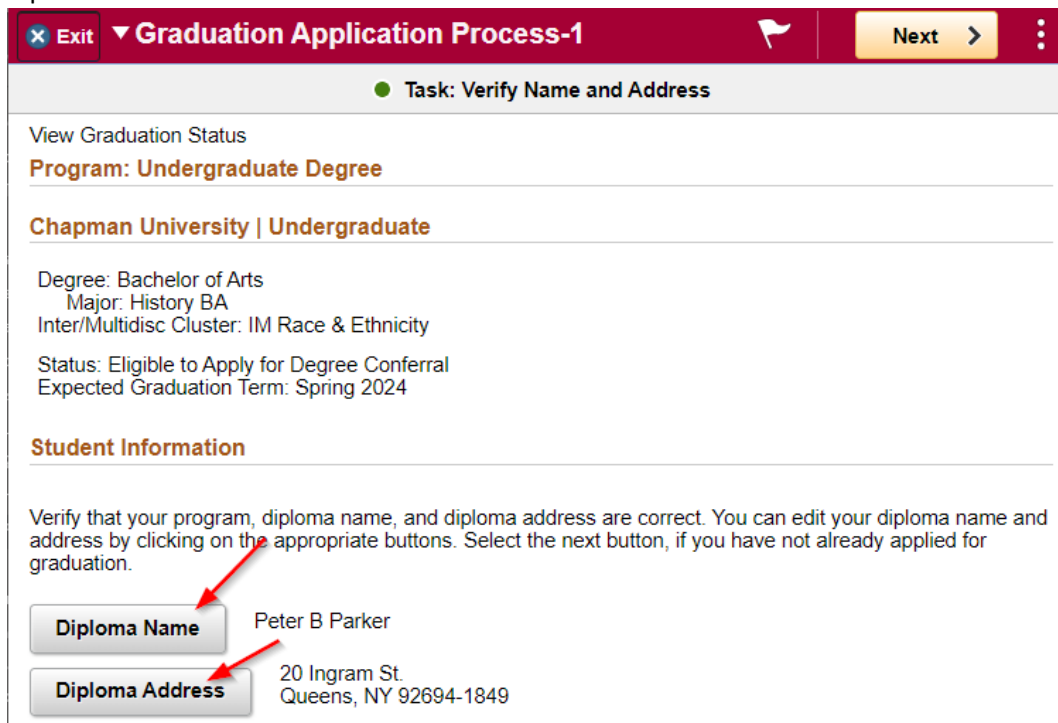


All degree seeking students are required to apply for degree conferral. This is how you inform the University when you will have all requirements completed so your degree can be awarded. This process is known as “Apply for Graduation” in the Student Center but is separate from the RSVP for Commencement.

- Undergraduate students must have 90 completed credits to apply
- Graduate students should consult with their departments for eligibility

GRADUATION APPLICATION PROCESS

1. Select Academic Progress tile
2. Click on “Graduation”
3. Click on “Apply for Graduation”
4. Verify that your “diploma name” and “diploma address” are correct. You can edit both by clicking on the appropriate buttons



Exit **Graduation Application Process-1** **Next**

Task: Verify Name and Address

View Graduation Status
Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: History BA
Inter/Multidisc Cluster: IM Race & Ethnicity

Status: Eligible to Apply for Degree Conferral
Expected Graduation Term: Spring 2024

Student Information

Verify that your program, diploma name, and diploma address are correct. You can edit your diploma name and address by clicking on the appropriate buttons. Select the next button, if you have not already applied for graduation.

Diploma Name Peter B Parker

Diploma Address 20 Ingram St.
Queens, NY 92694-1849

- If information is correct, click on “next” on top right of the page
- If updating name or address, you will be taken to another page to make updates. Make changes and click “save”

Update Diploma Name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Change name

Name Type Diploma

Format Using English

Prefix Mr.

First Name Peter

Middle Name B

Last Name Parker

Suffix

Date changes will take effect

Date 03/09/2022

(example: 12/31/2000)

Save

- If updating address, scroll down to “diploma address” and click on + symbol or actual address to update. Make changes and click “save”

Diploma Address

Address	From
20 Ingram St. Queens NY 92694-1849	Current >

- Only if updating diploma name, you must click on top left “Graduation Application” to return to finish application process

Graduation Applicati... **Profile**

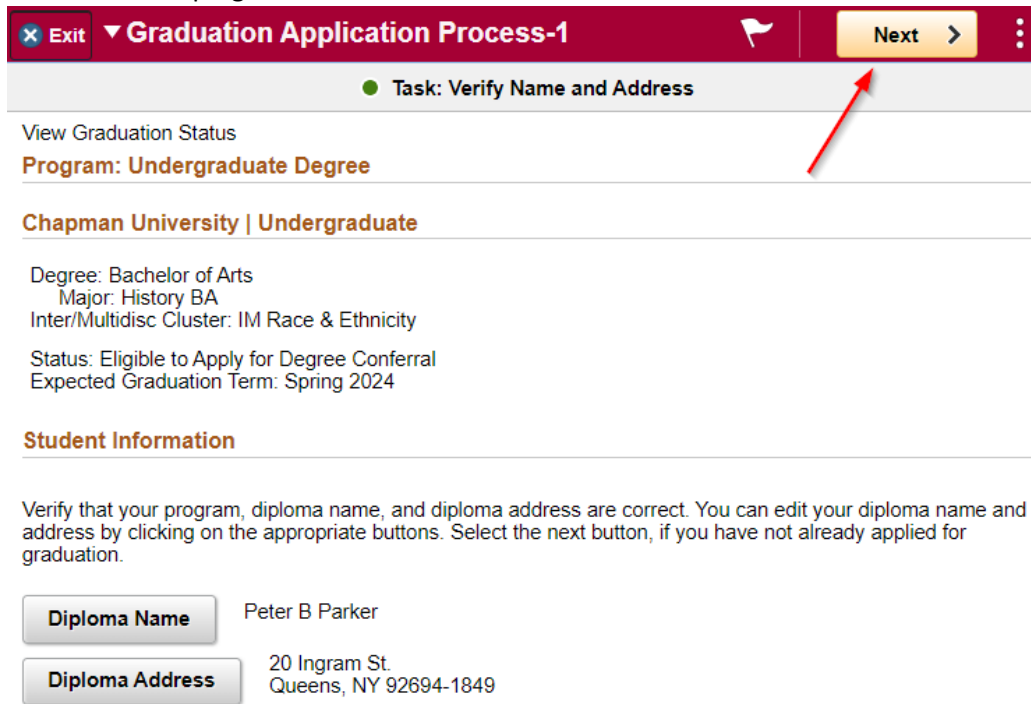
Addresses

(Use Employee Self-Service in HR if address is not editable)

Permanent Address

+

9. Click “next on top right



Exit **Graduation Application Process-1** **Next**

Task: Verify Name and Address

View Graduation Status
Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: History BA
Inter/Multidisc Cluster: IM Race & Ethnicity

Status: Eligible to Apply for Degree Conferral
Expected Graduation Term: Spring 2024

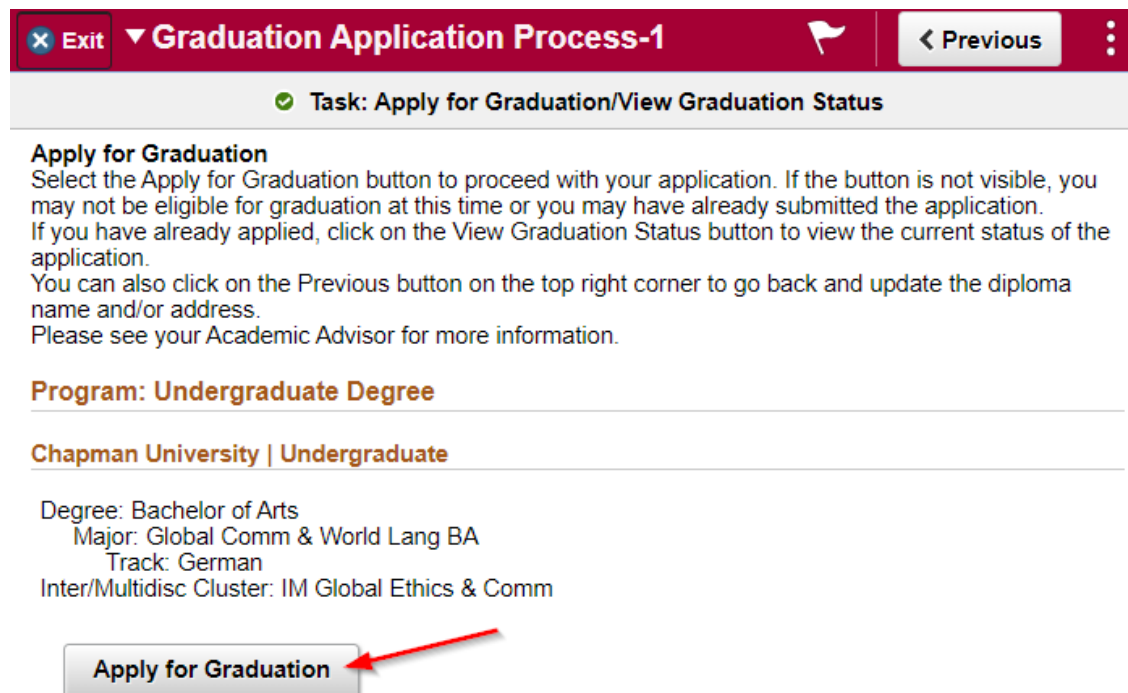
Student Information

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Diploma Name Peter B Parker

Diploma Address 20 Ingram St.
Queens, NY 92694-1849

10. You will be taken to the application page. If you are eligible to apply, a button for “Apply for Graduation” will appear. If this button does not appear, you likely do not have enough completed credits to apply



Exit **Graduation Application Process-1** **Previous**

Task: Apply for Graduation/View Graduation Status

Apply for Graduation
Select the Apply for Graduation button to proceed with your application. If the button is not visible, you may not be eligible for graduation at this time or you may have already submitted the application. If you have already applied, click on the View Graduation Status button to view the current status of the application. You can also click on the Previous button on the top right corner to go back and update the diploma name and/or address. Please see your Academic Advisor for more information.

Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: Global Comm & World Lang BA
Track: German
Inter/Multidisc Cluster: IM Global Ethics & Comm

Apply for Graduation

11. Select the term you will be completing all degree requirements by using drop down menu
12. Click on "Continue"

Exit **Graduation Application Process-1** **Previous**

Task: Apply for Graduation/View Graduation Status

Select Graduation Term
Once you've selected your term, click "Continue" and then click "Submit Application".

Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: Global Comm & World Lang BA
Track: German
Inter/Multidisc Cluster: IM Global Ethics & Comm

Expected Graduation Term: Spring 2022

Select Different Program **Continue**

13. Click on "Submit Application"

Exit **Graduation Application Process-1** **Previous**

Task: Apply for Graduation/View Graduation Status

Apply for Graduation

Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: Global Comm & World Lang BA
Track: German
Inter/Multidisc Cluster: IM Global Ethics & Comm

Expected Graduation Term: Spring 2022

Select Different Program **Submit Application** **Select Different Term**

14. You will be taken to a confirmation page. You will not receive an email confirmation

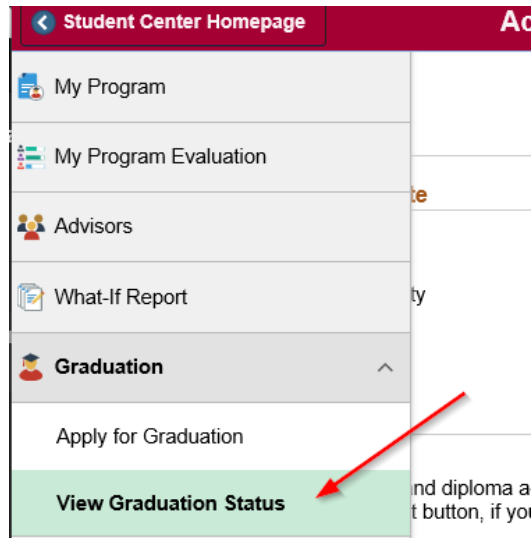
Exit **Graduation Application Process-1** **Previous**

Task: Apply for Graduation/View Graduation Status

Apply for Graduation

You have successfully applied for graduation. If you need to apply for graduation for another program, click exit and repeat this process. This is not the RSVP for Commencement; all Commencement information can be found at www.chapman.edu/commencement. If you need to change your expected graduation term, please email conferral@chapman.edu from your Chapman email.

15. If you need to apply for another program, such as joint programs MBA/MS, MFA/MA, click “exit” on the top left and repeat the steps to apply for other program
16. If you need to change your graduation term, please email conferral@chapman.edu from you Chapman email account to request this change
17. You can view your graduation status by clicking on “view graduation status” under the graduation section



View Graduation Status

Program: Undergraduate Degree

Chapman University | Undergraduate

Degree: Bachelor of Arts
Major: History BA
Inter/Multidisc Cluster: IM Race & Ethnicity

Status: Applied for Degree Conferral
Expected Graduation Term: Spring 2022

Student Information

Verify that your program, diploma name, and diploma address are correct. You can edit your diploma name and address by clicking on the appropriate buttons. Select the next button, if you have not already applied for graduation.

Diploma Name	Peter B Parker
Diploma Address	20 Ingram St. Queens, NY 92694-1849