

Apply for Graduation

After signing into the [Enroll & Pay](#) system, click on the Enroll and Pay link from Main menu and navigate to Degree Progress/Graduation. Click on KU Apply for Graduation.

The screenshot shows the 'Enroll & Pay' system interface. At the top, there is a navigation bar with 'Enroll & Pay' and a breadcrumb trail: 'Favorites | Main Menu > Enroll and Pay'. Below this is a 'Main Menu >' section. The main content area is a grid of service tiles. The 'Degree Progress/Graduation' tile is circled in red. It contains the following text: 'View your degree progress report and apply for graduation.' and two links: 'KU Apply for Graduation' and 'Diploma Delivery Request'. Other tiles include 'Student Center', 'Class Search / Browse Catalog', 'Enrollment', 'Campus Finances', 'Campus Personal Information', 'Academic Records', 'Student Admission', and 'KU Address Verification'.

Service	Description	Links
Student Center	Use the student center to manage school related activities.	
Class Search / Browse Catalog	Find classes that match your selection criteria, or browse the course catalog by subject.	Class Search
Enrollment	View appointments, plan and enroll and exam schedules.	Enrollment Dates My Class Schedule My Weekly Schedule 9 More...
Campus Finances	View your account, make an electronic payment, view and accept your financial aid awards.	Account Inquiry Print or View a Bill Enrollment Deposit 4 More...
Campus Personal Information	Maintain your personal information and review holds and to dos pending to your record.	Personal Data Summary Addresses Names 8 More...
Academic Records	View grades and advisors and request verification reports.	My Course History
Degree Progress/Graduation	View your degree progress report and apply for graduation.	KU Apply for Graduation Diploma Delivery Request
Student Admission	Apply for admission and check your application status.	KU Student Residency Status KU UG Readmissions Application
KU Address Verification	Verify Student address, emergency information	

That will bring the Apply for Graduation page. Click the hyper link next to Academic Program. If there are multiple academic programs listed for a student, the student must go through the application process for graduation separately for each of the academic programs.

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Student Center

Apply for Graduation

Jayhawk Student
Select the academic program in which you wish to apply for graduation by clicking on its description.

This screen allows you to apply for your degree. If you are interested in participating in the Commencement ceremony, please follow this link: <http://www.commencement.ku.edu/>.

Please note that there is a "Submit Application" button at the end of this process. Once you press that button and the confirmation page loads, you've finished this process for the academic program that you have selected.

Select an Academic Program

Academic Program: [Liberal Arts Undergraduate](#) **Description:** Undergraduate

Degree: Bachelor of General Studies

Major Communication StudiesBGS DECL

go to ...

This will bring up the next page.

When there are multiple majors, the student may chose to apply to one major, but drop or defer another major. If the major is dropped then it is removed from the application for degree and the student's record. If the major is deferred and the student re- enrolls for a future semester the deferred major will be put back on the student's record.

Keep the Option as 'Apply' for majors that the student wants to graduate from. Select a graduation term from the drop down list, and click 'Continue' button.

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Student Center

Apply for Graduation

Jayhawk Student

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

If the degrees you intend to earn within this academic program/school are not reflected below, you will need to contact your school.

Academic Program:	Liberal Arts Undergraduate	Career:	Undergraduate
Degree:	Bachelor of General Studies		
Major	Communication StudiesBGS DECL	Option	Apply <input style="display:none" type="button" value="?"/>

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Select the term in which ALL requirements will be complete:

Graduation Instruction	<input type="text" value="2010 Fall"/>
	2010 Summer

Next is the page to verify the graduating term and academic program. If there is a need to change either one of these, select the appropriate buttons (Select Different Program or Select Different Term) and follow the directions on the page to continue for applying for graduation once again. If all the information on the current page is correct, then click 'Continue'.

Enroll & Pay

Favorites Main Menu > Enroll and Pay > Student Center

Apply for Graduation

Jayhawk Student

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

If the degrees you intend to earn within this academic program/school are not reflected below, you will need to contact your school.

Academic Program:	Liberal Arts Undergraduate	Career:	Undergraduate
Degree:	Bachelor of General Studies		
Major	Communication StudiesBGS DECL		

You have selected to apply for this term:

Expected Graduation Term: 2010 Fall

Select Different Program Select Different Term Continue

The next page provides email address, mailing address and name on the Diploma information. Email address must be provided (if one is not there) for future communication. This email address will be used to communicate the student after graduation and does not impact the current student email address.

Click Update Address button to edit the existing addresses. Click Update Diploma Name to update the name that needs to be on the Diploma if it is not correct. The Update Diploma Name button opens a new window where the student needs to sign on and complete a name form that will be reviewed and update by an administrative staff member. The new name will not be displayed immediately because of the manual processing. Close the window to come back to Apply for Graduation process.

If all the information on this page is correct, click Continue button.

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Student Center

Apply for Graduation

Jayhawk Student

Each link will open a new window. Once you have followed the various instructions for each link, close the window to continue through the Apply for Graduation process.

E-mail

Please provide an e-mail address at which we can contact you after graduation.

*Email Address:

Use this link to update your permanent and Jayhawk addresses. Your Jayhawk address will be used to contact you prior to graduation. Your permanent address will be used to contact you after graduation. [Update Addresses](#)

This is your name as it will currently appear on your diploma. You may change the way your name appears on your diploma with the Registrar's Office by using the following link. [Update Diploma Name](#)

Name: Jayhawk Student

[Select Different Program](#) [Select Different Term](#) [Continue](#)

The next page gives the options to withhold students' name from certain publications. Please read them carefully and check the boxes if appropriate.

This page also provides the relationship details. If the relationship information needs to be updated, click on the Update Relationship button. That will open a new window. Sign in and update the relationship information, click save button and close that window. The updated information for relationships needs manual processing and will not be displayed on the page immediately. Apply for Graduation window should still remain open to finish the application for graduation process.

Enroll & Pay

Favorites | Main Menu > Enroll and Pay > Student Center

Apply for Graduation

Jayhawk Student

If you would prefer that information concerning your graduation NOT be released to the media, please check this box. **Media Release Hold**
Don't release my information to the media.

If you would prefer NOT to be listed in the commencement program, please check this box. **Commencement Book Hold**
Don't list me in the commencement book.

If you would prefer that people identified as your relatives within our database (e.g. parents, guardians, etc.) NOT receive mailings about graduation, please check this box. **Commencement Mail Hold**
Don't contact my relatives about graduation.

If you want your relatives to receive mailings regarding your graduation, please update their information with the registrar's office with the following link. [Update Relationships](#)

When finished press "Submit Application" at the bottom of this page to complete the process.

Relationships	
Name: Mother Jayhawk	
Relationship: None Indicated	Effective Date: 12/26/2005
Guardian Relationship: Parent Guardian	Status: Active
	as of Effective Date:

[Select Different Program](#) [Select Different Term](#) [Submit Application](#)

If all the information looks good, click 'Submit Application' button. This page confirms successful completion of applying for graduation process.

The screenshot shows a web interface with a blue header bar containing the text "Enroll & Pay". Below the header is a breadcrumb trail: "Favorites | Main Menu > Enroll and Pay > Student Center". The main content area has a blue heading "Apply for Graduation" followed by a horizontal line. Below the line, the text "Jayhawk Student" is displayed. A blue heading "Submit Confirmation" is followed by a message "You have successfully applied for graduation." which is circled in black. To the right of this message is a yellow button labeled "Apply for Another Degree". Below the message, the text "Expected Graduation Term: 2010 Fall" is shown. A paragraph of instructions follows: "Please fill out an On-line Diploma Delivery Request to indicate how you want to receive your diploma. If you choose not to complete the request at this time, you may come back into 'Graduation' and select 'Diploma Delivery Request'". To the right of this text is a yellow button labeled "Diploma Delivery Request". At the bottom of the page, there is a search bar with the text "go to ..." and a double arrow icon.