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.
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.

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 Studies/BGS DECL |

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Last Updated: May 2010
This will bring up the next page.

When there are multiple majors, the student may choose 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.
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'.

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.

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**Academic Program:** Liberal Arts Undergraduate

**Career:** Undergraduate

**Degree:** Bachelor of General Studies

**Major:** Communication StudiesBS DECL

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**You have selected to apply for this term:**

**Expected Graduation Term:** 2010 Fall

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[Select Different Program] [Select Different Term] [Continue]
Apply for Graduation

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

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: jk@ku.edu

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.

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.

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.

When finished press "Submit Application" at the bottom of this page to complete the process.
If all the information looks good, click ‘Submit Application’ button. This page confirms successful completion of applying for graduation process.