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 hyperlink 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/](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

<table>
<thead>
<tr>
<th>Academic Program: Liberal Arts Undergraduate</th>
<th>Description: Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of General Studies</td>
<td></td>
</tr>
<tr>
<td>Major: Communication Studies BOS DECL</td>
<td></td>
</tr>
</tbody>
</table>

---

2 of 7 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'.

<table>
<thead>
<tr>
<th>Academic Program:</th>
<th>Liberal Arts Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree:</td>
<td>Bachelor of General Studies</td>
</tr>
<tr>
<td>Major:</td>
<td>Communication StudiesBGS DECL</td>
</tr>
</tbody>
</table>

You have selected to apply for this term:

Expected Graduation Term: 2010 Fall
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.
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.

Apply for Graduation

Jayhawk Student:

- Media Release Hold
  Don't release my information to the media.
- Commencement Book Hold
  Don't list me in the commencement book.
- 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:

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

Select Different Program  Select Different Term  Submit Application
Apply for Graduation

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

Submit Confirmation

You have successfully applied for graduation.

Expected Graduation Term: 2010 Fall

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'.