

Undergraduate Graduation Application Instructions

Congratulations on becoming a Senior!

Please follow these instructions carefully and contact your Academic Advisor if you have any questions.

Incomplete or inaccurate applications will not be accepted.

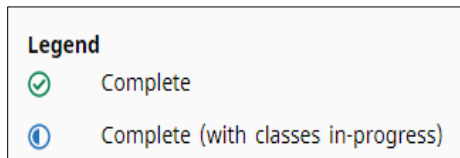
Late applications will jeopardize your ability to participate in commencement and eligibility for honors recognition. Check application [Deadlines and Fee schedules](#).

- STEP ONE:** Determine your eligibility to apply for graduation. If you have any questions about your eligibility to apply, please contact your Academic Advisor.

Start with reviewing your Degree Works degree audit through MyRecords. It can be found at: myrecords.cui.edu
> My Classes > My Student Records > My Degree Works.

You may only move onto the next steps if you meet the following criteria:

- All degree requirements are marked with green check marks or blue circles as seen here:



OR

- Most degree requirements are marked with green check marks, blue circles, and you can prove that you enrolled in the missing requirements in red. If you are in this category, you will need to submit additional forms (see Step Three)

- STEP TWO:** Complete the Graduation Application as prompted

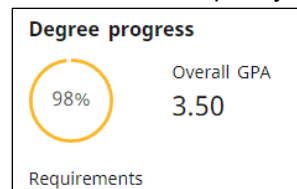
Enter your Eagles email on the landing page. You will need to enter the Email Validation or Access Code that will be emailed to you immediately.

Contact Information: The way you provide your name here is exactly how it will appear in the program at commencement and on your diploma. Double check your spelling. All graduation and commencement information will be sent to your Eagles email.

Commencement Information: The Commencement Ceremony is strictly the celebration of your accomplishments. This does not have any impact on your degree date nor the timeline in which you can expect to receive your diploma. More information is available at www.cui.edu/graduation/bachelors-degree.

It is your responsibility to provide accurate measurements on this application as this is how we order your gown. CUI is not responsible for replacing ill-fitting gowns due to misinformation.

Graduation Information: There is a yellow progress circle near the top of your Degree Works degree audit.



Indicate your percentage on this application.

Student Acknowledgements of Responsibility: By entering your initials, you are agreeing to the statement. If you have any questions about these agreements, please contact your Academic Advisor or graduation@cui.edu.

- STEP THREE:** Upload supporting documentation (if applicable)

Upload any outstanding substitution forms, unofficial transcripts, or registration forms (if needed)

If your degree audit shows everything is complete, you will only upload your receipt for the Graduation Application Fee (see Step Four).

If your degree audit indicates you have missing requirements, please submit proof that you have or are in the process of completing those requirements. This may include unofficial transcripts from another college, a screenshot of your schedule at another college, Substitution Forms that are approved by the Dean/Division Chair, Registration Forms, etc. If you have questions about this, please contact your Academic Advisor.

4. STEP FOUR: Submit Graduation Application Fee Receipt

- Payment of the Graduation Application Fee must be received at the same time as the application is submitted. This fee is non-refundable and assessed regardless of the student's intent to participate in the commencement Ceremony.
- Deadlines and Fees can be found at the Office of Registrars [Graduation](#) page.
- We accept credit card, debit card, exact cash, check, or echeck.
- The Graduation Application Fee covers the administrative time needed to process the application, run a degree audit, track the student's progress and post the degree to the student's transcript. It also covers the cost of ordering and mailing the diploma.

To pay online: Go to MyRecords — My Student Bill and add the Graduation Application Fee to your cart. You will receive the receipt via email. Download it as a PDF and attach it to the Graduation Application.

To arrange other methods: please email graduation@cu.edu and someone from the Registrar's Office will get back to you.

Refunds are only granted to individuals whose application is not accepted. If your application is denied, you must contact graduation@cu.edu to be issued a refund.

5. STEP FIVE: Sign, Confirm, Submit

Read over your application again to make sure everything is correct.

To sign the application, click the sign box.

A signature may show up if you have done this before, otherwise you will need to draw your signature, type your name, and click "Apply" in the popup.



If every field is complete, DocuSign will then prompt you to click "Finish" button at the bottom.

Application Review Process:

After your application is successfully submitted, it is automatically sent to your Academic Advisor for review. If your application is approved, it will be sent directly to the Registrar's office for review. You will receive a notification your application has been signed and accepted by your Academic Advisor and the Registrar's office.

If your application is declined by your Academic Advisor or the Registrar's office, you will receive a notification from either DocuSign or your Eagles email. It is your responsibility to reach out to graduation@cu.edu to refund your Graduation Application Fee.

What to expect next:

After your application has been processed by the Registrar's Office, you can expect the following:

- The Registrar's Office will place a graduation application hold on your account, which will prevent you from making changes to your schedule via MyRecords. If you need to alter your schedule, you must do so by Add/Drop Form. This hold comes off as soon as you graduate and is nothing to worry about.
- Degrees are posted 4-6 weeks after the semester ends and diplomas are mailed 6-8 weeks after degrees are awarded.
- Degrees will not be evaluated for verification or conferral and diplomas will not be released until all financial obligations are met

Student To-Do List:

- Send official transcripts for courses taken outside of CUI to the Office of the Registrar as soon as your final grade is available, if applicable.
- Check your Eagles email often as this is how CUI will communicate with you regarding your degree, diploma, and commencement. It is important to keep checking this account even after your last semester ends.
- Keep your contact information in MyRecords accurate. Your diploma will be mailed to the address type "Current Address" listed in MyRecords.
- Stay on track to graduate. Regularly check your Degree Works audit to make sure you are still on track for graduation and that you do not have any holds.