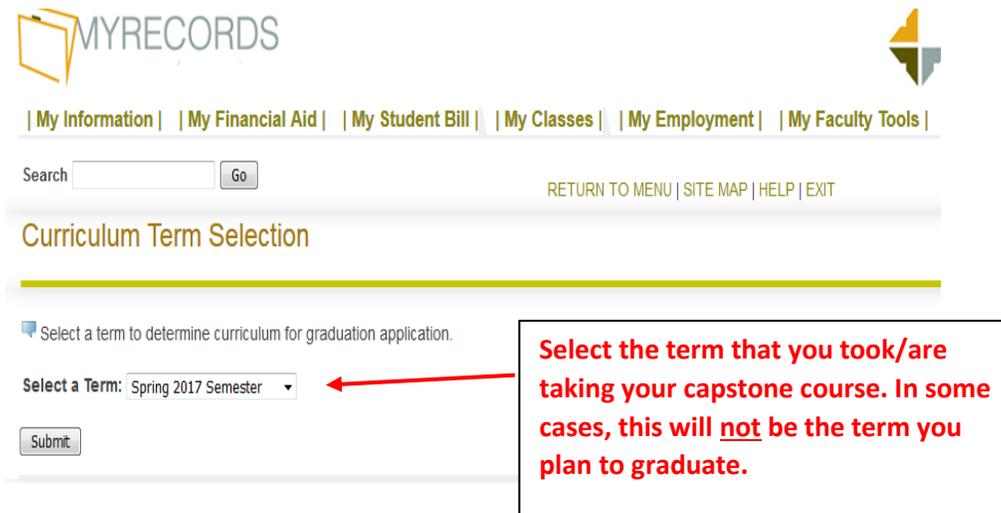


How to Apply to Graduate Masters & Doctoral Students Only A Step by Step Guide

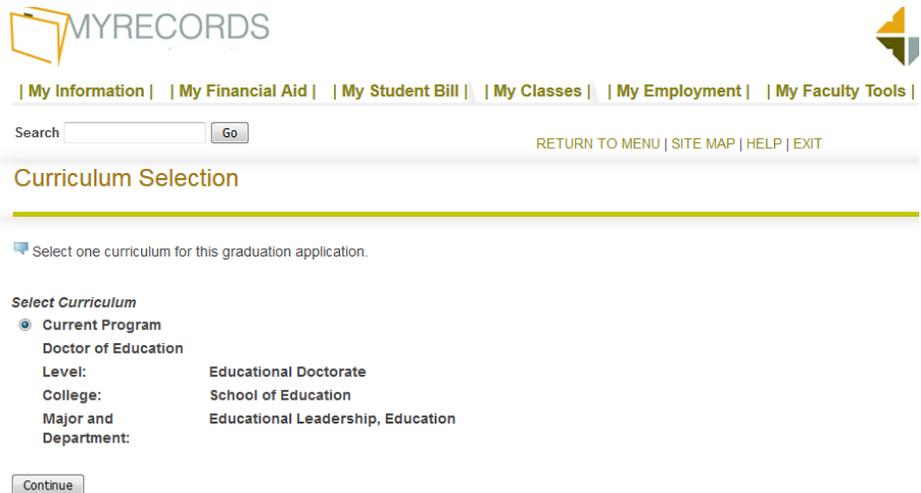
A hold WILL prevent you from applying to graduate. Please contact Edgar Lopez (edgar.lopez@cu.edu or 949-214-3073) to discuss your hold. ALL students MUST apply to graduate, even if you are not participating in the commencement ceremony.

1. Wait 24 hours after enrolling in your capstone course before applying for graduation through MyRecords.
2. Go to cu.edu/mycu, log on to MyRecords; select MyClasses then select My Student Records.
3. Select Apply to Graduate.
4. Select a Term



The screenshot shows the MyRecords interface. At the top, there is a navigation menu with links: | My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My Faculty Tools |. Below the menu is a search bar with a "Go" button and links for RETURN TO MENU | SITE MAP | HELP | EXIT. The main heading is "Curriculum Term Selection". A message says "Select a term to determine curriculum for graduation application." Below this is a dropdown menu labeled "Select a Term:" with "Spring 2017 Semester" selected. A red arrow points to this dropdown from a text box that reads: "Select the term that you took/are taking your capstone course. In some cases, this will not be the term you plan to graduate." There is a "Submit" button at the bottom left.

5. Curriculum Selection



The screenshot shows the MyRecords interface for "Curriculum Selection". At the top, there is a navigation menu with links: | My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My Faculty Tools |. Below the menu is a search bar with a "Go" button and links for RETURN TO MENU | SITE MAP | HELP | EXIT. The main heading is "Curriculum Selection". A message says "Select one curriculum for this graduation application." Below this is a section titled "Select Curriculum" with a radio button selected for "Current Program". Under "Current Program", there are details: "Doctor of Education", "Level: Educational Doctorate", "College: School of Education", and "Major and Department: Educational Leadership, Education". There is a "Continue" button at the bottom left.

Select "Current Program" by clicking on the circle



6. Graduation Date Selection

MYRECORDS

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My Faculty Tools |

Search Go

RETURN TO MENU | SITE MAP | HELP | EXIT

Graduation Date Selection

Select the date for desired commencement ceremony attendance. Please refer to the graduation calendar for more information. Please choose either date. Do not choose NONE.

* indicates required field

Curriculum
Current Program Doctor of Education

Level: Educational Doctorate

College: School of Education

Major and Department: Educational Leadership, Education

Select Graduation Date
Graduation Date:*

Continue

If you do not plan to participate in the commencement ceremony, you may select either term. "None" is not an option. Summer will never be an option because CUI does not offer a summer commencement ceremony. Regardless of the term selected, your degree will be awarded 4-6 weeks after you complete all degree requirements.

Guest seating is very limited in the Fall ceremony. If you do not want to limit your number of guests, we recommend postponing participation in the commencement ceremony to Spring. This will not impact the posting of your degree in Summer or Fall.

7. Graduation Ceremony Selection

MYRECORDS

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My

Search Go

RETURN TO MENU

Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance
Attend Ceremony: Yes No Undecided

Continue

Yes means you will attend the commencement ceremony on the date you selected on the previous screen.

No means you will not attend the ceremony. CUI will stop sending you emails regarding the ceremony.

Undecided means you are unsure if you will attend the ceremony. CUI will continue to send you emails regarding the ceremony until you notify the Registrar's office that you do not plan to attend.

8. Diploma Name Selection

MYRECORDS

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My F.

Search RETURN TO MENU | SITE MAP | HELP | EXI

Diploma Name Selection

Enter the name exactly as you want it to be printed on your diploma. Use "One of your Names" to select or change the name. If a name exists, you may keep it by selecting "Keep Diploma Name." This does not change the name on your official academic record. A complete official name change is required for a new name.

STOP You must select a Name to Use.

* indicates required field

Name
Name: Charlie L. Brown

Current Diploma Name:

Select a Name for your Diploma
One of your Names:*

Select a name from the drop down box or select "New" to change your name on your diploma.

9. Diploma Name Selection (edit)

MYRECORDS

| My Information | | My Financial Aid | | My Student Bill | | My Classes | | My Employment | | My

Search RETURN

Diploma Name Selection

Enter the name exactly as you want it to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name:*

Suffix:

Make changes to your diploma name here.

Please note: changing your diploma name does not update your legal name on items such as transcripts. To change your legal name, please request a name change form from registrar@cui.edu.

If your name contains special characters, please use [this guide](#).

10. Diploma Mailing Address Selection



[| My Information |](#) [| My Financial Aid |](#) [| My Student Bill |](#) [| My Classes |](#) [| My Employ](#)

Search

[RETURN TO MENU | SITE](#)

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or ch

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses:*

New

Diplomas will be mailed 12 to 14 weeks after graduation.

11. Diploma Mailing Address Selection



[| My Information |](#) [| My Financial Aid |](#) [| My Student Bill |](#) [| My Classes |](#) [| My Employment |](#) [| My Fac](#)

Search

[RETURN TO MENU | SITE MAP | HELP | EXIT](#)

Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1:*

818 Green Street

Street Line 2:

Street Line 3:

City:*

Menasha

State or Province:

Wisconsin

ZIP or Postal Code:

92691

Nation:

United States

The address you select to mail your diploma to will become your current address with CUI.

Diplomas will be mailed in 12 to 14 weeks from graduation.

12. Regalia Information Section



[| My Information |](#) [| My Financial Aid |](#) [| My Student Bill |](#) [| My Classes |](#) [| My Employment |](#) [| My Fa](#)

Search

Regalia Information Section

This information will be used solely for sizing your graduation gown.

* indicates required field

Graduation Information

Height in inches:*

Weight in pounds:*

If you want regalia but will not be attending the ceremony, please fill out height & weight information. Please indicate your height in inches using numerals only (If you are 5'10" you would enter 70 for your height). Please use the link below for a feet to inches table.

If you do not want regalia, please enter 0 for both height and weight.

This information is confidential. It will be used only to determine the correct gown size and will not be used for any other purpose.

Please use this [feet to inches table](#) to report height in inches accurately.

13. Graduation Application Signature Page



[| My Information |](#) [| My Financial Aid |](#) [| My Student Bill |](#) [| My Classes |](#) [| My Employ](#)

Search

Graduation Application Signature Page

This is the information that will be submitted for your application for graduation. Please check for errors. the term for which I am applying and acknowledge that it is my responsibility to ensure all of my graduati sent via email. Degrees are posted 4-6 weeks after the end of the term in which I complete my requirem ceremony and that opportunities provided in this application are my sole opportunities to participate.

Graduation Date
Term: Spring 2020 Semester

Ceremony
Attend Ceremony: Undecided

Diploma Name
First Name: Charlie
Middle Name: L.
Last Name: Brown

Diploma Mailing Address
Street Line 1: 818 Green Street
City: Menasha
State or Province: Wisconsin
ZIP or Postal Code: 54952
Nation: United States

Curriculum
Current Program: Master of Business Admin.
Level: Graduate
Program: Master of Business Administrat
College: School of Business
Major: Master Business Administration

Review all information. If changes are needed, use the back button on your browser to go to the correct step and make the required changes. Click 'Submit Request' when finished with edits.

YOU HAVE SUCESSFULLY APPLIED FOR GRADUATION WHEN YOU RECEIVE THIS MESSAGE AT THE END OF THE APPLICATION



| [My Information](#) | | [My Financial Aid](#) | | [My Student Bill](#) | | [My Classes](#) | | [My Employment](#) | | [My Faculty Tools](#) |

Search

[RETURN TO ME](#)

Graduation Application Signature Page

Thank you for submitting your Application to Graduate. For more information regarding commencement, regalia and Grad Fest please visit www.cui.edu/graduation.

In Christ,

Office of the Registrar

ET111111/1