

# How to Apply to Graduate Graduate/Doctoral Students Only A Step by Step Guide

A hold **WILL** prevent you from applying to graduate. Please contact the Bursar's Office ([bursar@cu.edu](mailto:bursar@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 <https://www.cui.edu/mycui>, log on to MyRecords; select Student, then Student Profile.
3. From the menu on the left, select Graduate Student Grad App (submit)
4. **Term Selection** – Select the term that you took/are taking your capstone course. In some cases, this will not be the term you plan to complete your degree.
5. **Curriculum Selection**

Student • Graduation Application

Curriculum Selection

Term

Fall 2023 Semester

☐ Current Program

Master's Arts in Education

Level Graduate

Program MAED: Regional Cohort

College School of Education

Major and Department Educational Administration, Ed Administration

Continue

Select "Current Program" by clicking on the circle.

## 6. Graduation Date Selection

Student » Graduation Application

### Graduation Date Selection

**Current Program**  
Master of Arts in Education

**Graduation Ceremony Attendance**

**Graduation Date \***

Select

Date: 12/16/2023 Term: Fall 2023 Semester Year: 2022-2023

Back Continue

**Do not select 'None'.**

**Select the ceremony date you see here. Summer and Fall graduates are eligible to participate in the Fall Commencement Ceremony only. Winter and Spring graduates are eligible to participate in the Spring Commencement Ceremony only.**

## 7. Graduation Ceremony Attendance

Student » Graduation Application

### Graduation Date Selection

**Current Program**  
Master of Arts in Education

**Graduation Ceremony Attendance**

**Graduation Date \***

Date: 12/16/2023 Term: Fall 2023 Semester Year: 2022-2023

Will you attend the ceremony?

☐ Yes

☐ No

☒ Undecided

Back Continue

**Yes means you will attend the commencement ceremony on the date you selected above.**

**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

Student » Graduation Application

### Diploma Name Selection

**Current Program**  
Master of Arts in Education

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name  
Gilbert Graduate

Select a Name for your Diploma \*

Select

New

Current Name (Gilbert Graduate)

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

## 9. Diploma Mailing Address Selection

Diploma Mailing Address Selection

Current Program  
Master of Arts in Education

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses \*

Select

Now

Current Home Address 1530 Concordia

Back Continue

**Diplomas will be mailed 12 to 14 weeks after graduation.**

## 10. Graduation Application Summary

Graduation Application Summary

|                             |                    |                   |
|-----------------------------|--------------------|-------------------|
| Graduation Date             |                    |                   |
| Date                        | Term               | Year              |
| 12/16/2023                  | Fall 2023 Semester | 2022-2023         |
| Ceremony                    |                    |                   |
| Attend Ceremony             |                    |                   |
| Undecided                   |                    |                   |
| Diploma Name                |                    |                   |
| First Name                  | Last Name          |                   |
| Gilbert                     | Graduate           |                   |
| Diploma Mailing Address     |                    |                   |
| Street                      | City               | State or Province |
| 1530 Concordia              | Irvine             | California        |
| Curriculum                  |                    |                   |
| Current Program             |                    |                   |
| Master of Arts in Education |                    |                   |

**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.**

**Screenshot the confirmation page for your records. You can expect an additional confirmation email within 24 hours of submitting your application.**

**You can also check your graduation application status in Degree Works (accessed via your Student Profile in MyRecords):**

**Graduation Application Status** COMPLETE

Catalog year: 2022-2023 GPA: 0.00

Your Application for Graduation Has Been Received

Your Application for Graduation has been received. At this point make certain you successfully complete all coursework currently in progress. If you have questions pertaining to remaining graduation requirements, contact your academic advisor as soon as possible. Degrees are awarded 4-6 weeks after the completion of your final course. We look forward to celebrating your upcoming graduation with you and your family and friends.