

Online Graduation Application Instructions:

Example of what you would see on MyCWU:

Log into your MyCWU and locate the "Visit Your Student Center" button

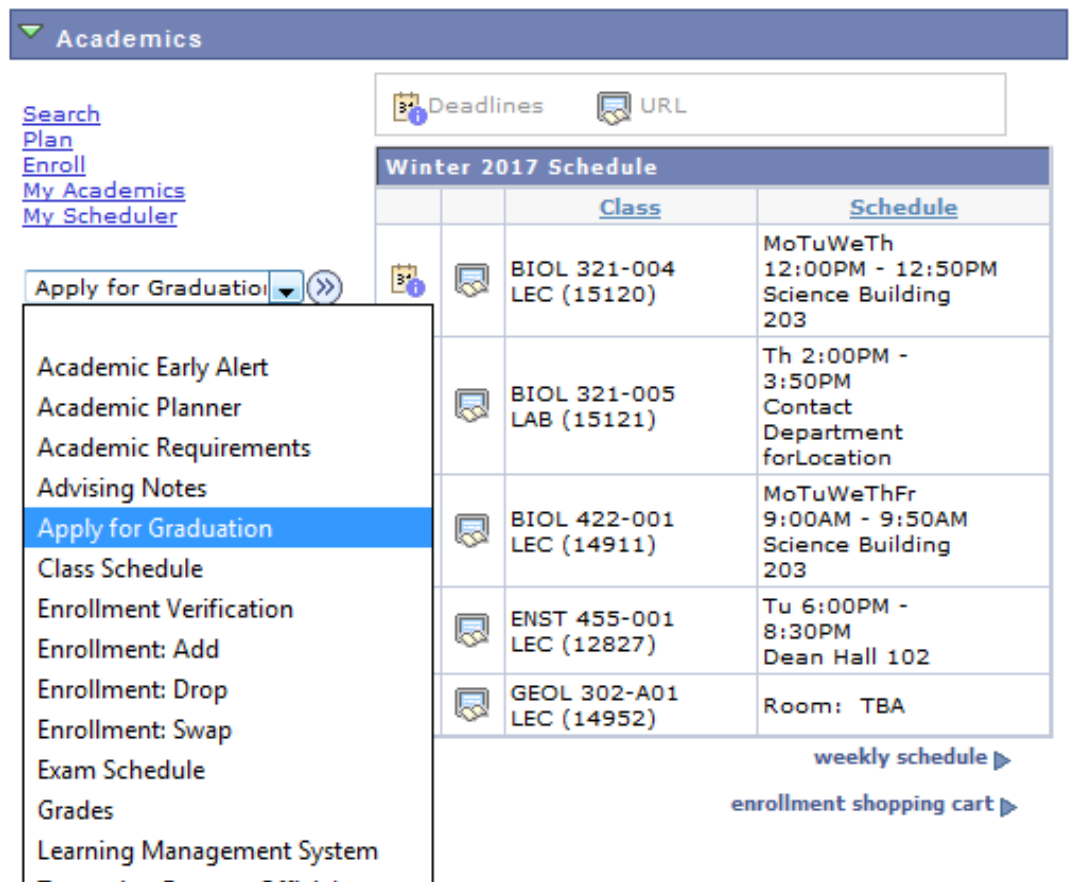


The screenshot shows the MyCWU homepage with a navigation bar containing 'Homepage', 'Student', and 'Employee'. Below the navigation bar, there is a 'My Profile' section with fields for CWU ID, Network Login, Email Login, and Email Address. A yellow circle highlights the 'Visit Your Student Center' button at the bottom of the profile section. To the right, there is a 'Coming Spring 2017' section with a table of updates.

What?	Why?
<ul style="list-style-type: none"> Defensive solutions update Full system <i>integration</i> Fluid technology platform 	<ul style="list-style-type: none"> Latest security enhancements Increased efficiency across platforms Ability to design applications for mobile devices

Student Center

In the Academics Toolbox, select the drop down menu and find the option "Apply for Graduation". Once selected, click the arrow to move to the Applying for Graduation page



The screenshot shows the 'Academics' section of the Student Center. On the left, there is a 'Search' box and a list of links: Search, Plan, Enroll, My Academics, and My Scheduler. Below these links is a dropdown menu for 'Apply for Graduation' with a right-pointing arrow. The dropdown menu is open, showing a list of options: Academic Early Alert, Academic Planner, Academic Requirements, Advising Notes, Apply for Graduation (highlighted in blue), Class Schedule, Enrollment Verification, Enrollment: Add, Enrollment: Drop, Enrollment: Swap, Exam Schedule, Grades, and Learning Management System. On the right, there is a 'Winter 2017 Schedule' table.

		Class	Schedule
		BIOL 321-004 LEC (15120)	MoTuWeTh 12:00PM - 12:50PM Science Building 203
		BIOL 321-005 LAB (15121)	Th 2:00PM - 3:50PM Contact Department forLocation
		BIOL 422-001 LEC (14911)	MoTuWeThFr 9:00AM - 9:50AM Science Building 203
		ENST 455-001 LEC (12827)	Tu 6:00PM - 8:30PM Dean Hall 102
		GEOL 302-A01 LEC (14952)	Room: TBA

At the bottom right of the schedule table, there are two links: 'weekly schedule ►' and 'enrollment shopping cart ►'.

Apply for Graduation

Select Graduation Term

The major, minor, and/or specialization listed below has been selected for graduation. If this is not correct, contact your academic department.

In the drop down menu, please select the term that you will be completing ALL of your graduation requirements in. If you do not see the term that you were hoping for, please call or email us before you applying for a quarter that you do not want

Program: Undergraduate

Central Washington University | Undergraduate

Degree: Bachelor of Arts
Major: Public Relations
Minor: Administrative Mgt

Expected Graduation Term Summer 2018

Graduation Instructions

Once you have completed the graduation application steps below, the graduation fee will be posted to your student account within 5 to 10 business days.

Graduation Application Instructions: Undergraduate and Post Baccalaureate candidates:

1. Update your HOME address. The HOME address is where the diploma is mailed approximately 8 weeks after the degree has been awarded.
2. Pay Graduation fees within 30 calendar days, after the fees have been posted to your account.
3. View the Academic Requirement Report, Transfer Credit Summary Report, and your unofficial transcript to ensure you are on track for graduation.
4. Check your CWU student email account for Degree Checkout notifications. All updates will be sent to your Outlook email.
5. Check your ADVISING NOTES through MyCWU.
6. Commencement information is mailed in March. Commencement participation registration is a separate process, watch for details to be sent to your CWU Outlook account.

Select Different Program

Continue

Graduation Application Instructions:

1. Update the diploma mailing address in your MyCWU account if it is different from the mailing address on file.
2. Pay Graduation fees within 30 days of them being posted to your account to avoid a financial hold and ensure your diploma can be sent out 8-10 weeks after the last day of the quarter.
3. View your Academic Requirements report, Unofficial Transcript and Transfer Credit Report (if applicable) to ensure that you are on track for graduation.
4. Check you CWU student email account for Degree Checkout Notifications. All updates will be sent to your CWU email.
5. Check your ADVISING NOTES on MyCWU.
6. Commencement information is typically mailed in March. Commencement participation registration is a separate process, watch for detail to be sent to you CWU email account.

If you're an Education Major, be sure to contact the Certification office regarding the process of applying for your Teaching Certificate.