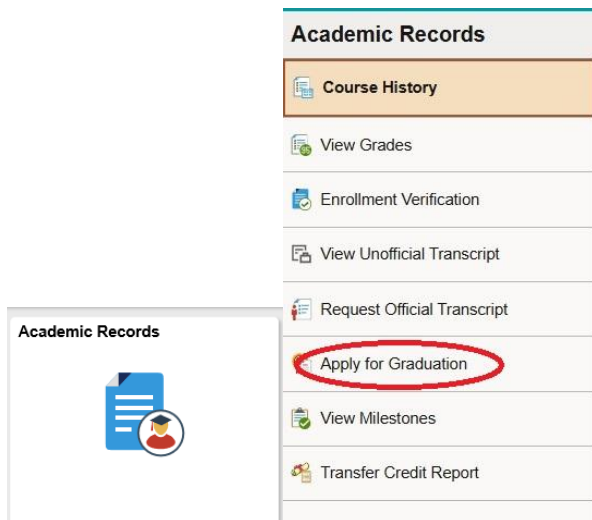


Applying for Degree Conferral/Graduation

STUDENTCENTER.CHAPMAN.EDU

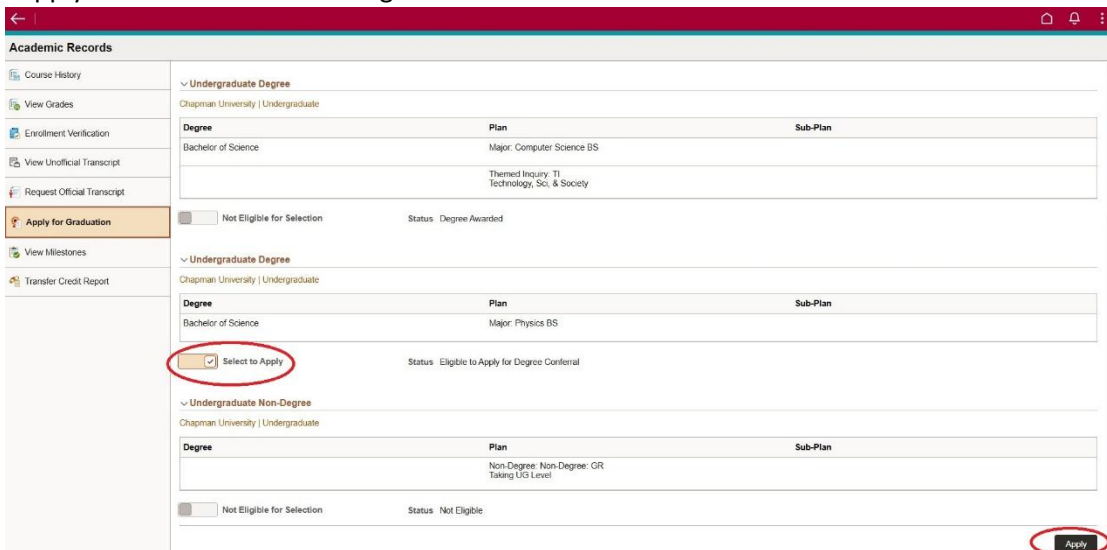


All degree seeking students are required to apply for degree conferral. This is how you inform the University when you will have all requirements completed so your degree can be awarded. This process is known as “Apply for Graduation” in the Student Center but is separate from the RSVP for Commencement.

- Undergraduate students must have 90 completed credits to apply
- Graduate students should consult with their departments for eligibility

GRADUATION APPLICATION PROCESS

1. Select Academic Records tile
2. Click on “Apply for Graduation”
3. Select the Degree Program you are graduating for by checking the box underneath and then click the “Apply” button in the bottom right



The screenshot shows the 'Apply for Graduation' form. The 'Apply for Graduation' option in the sidebar is highlighted. The form displays a table of degree programs with checkboxes for selection. The 'Select to Apply' checkbox for the Bachelor of Science degree is circled in red. The 'Apply' button in the bottom right corner is also circled in red.

Degree	Plan	Sub-Plan	Status
Bachelor of Science	Major: Computer Science BS	Themed Inquiry: TI Technology, Sci. & Society	Not Eligible for Selection
Bachelor of Science	Major: Physics BS		Eligible to Apply for Degree Conferral
Non-Degree: Non-Degree: GR	Taking UG Level		Not Eligible

- Verify your expected graduation term and degree are correct. You can modify the expected term from the drop-down menu

Application for Graduation

Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Not Started

3 Address
Not Started

4 Contact Details
Not Started

5 Submit
Not Started

Step 1 of 5: Graduation Term

Select Graduation Term for Chapman University | Undergraduate

Undergraduate Degree *Expected Graduation Term Spring 2026

Select the term you will complete all requirements, including transfer courses or non-course requirements like a dissertation defense. Undergraduates "walking short" should select the term they will complete their final course, not the spring term for the ceremony. If your completion term is later than those listed above please email conferral@chapman.edu.

- Verify that your "diploma name" is correct

Application for Graduation

< Previous Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Not Started

4 Contact Details
Not Started

5 Submit
Not Started

Step 2 of 5: Diploma / Degree Name

The name below will be used for your diploma. You can modify the name by clicking in the name section.

Names

Select	Name Type	Name
<input checked="" type="checkbox"/>	Diploma (Updated)	Pete Panther >

- If you need to make a change to your Diploma Name, click the row of the name you want to change and enter the name you want to have displayed on your Diploma.

Application for Graduation

< Previous Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Not Started

4 Contact Details
Not Started

5 Submit
Not Started

Step 2 of 5: Diploma / Degree Name

The name below will be used for your diploma. You can modify the name by clicking in the name section.

Names

Select	Name Type	Name
<input checked="" type="checkbox"/>	Diploma (Updated)	Pete Panther >

Edit Name

Type Diploma

*Name Format English

Prefix Mr

*First Name Pete

Middle Name

*Last Name Panther

Suffix

- If information is correct, click on "next" on top right of the page

- Repeat the same process for your Diploma address. This is crucial as this will be where your physical Diploma will be mailed to following degree conferral

Application for Graduation

< Previous Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Contact Details
Not Started

5 Submit
Not Started

Step 3 of 5: Address

The address below will be used for your diploma. You can update the address by clicking in the address section.

Addresses

+

Select	Address Type	Address
<input type="checkbox"/>	Diploma	1 University Drive Orange CA 92866

- If you are updating your address, simply click the one you wish to change and modify the address fields

Application for Graduation

< Previous Next >

1 Graduation Term
Visited

2 Diploma / Degree Name
Visited

3 Address
Visited

4 Contact Details
Not Started

5 Submit
Not Started

Step 3 of 5: Address

The address below will be used for your diploma. You can update the address by clicking in the address section.

Addresses

+

Select	Address Type	Address
<input checked="" type="checkbox"/>	Diploma	1 University Drive Orange CA 92866

Cancel

Accept

Type Diploma

*Country United States Q

*Address 1 1 University Drive

Address 2

Address 3

City Orange

State CA Q California

Postal 92866

County Orange

- Click “next” on top right

- Verify the contact information listed is correct. Ensure the email address listed is a non-Chapman personal email address you have access to, as your Chapman email will not be active indefinitely

Application for Graduation

< Previous Next >

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Contact Details Visited

5 Submit Not Started

Step 4 of 5: Contact Details

Please review your personal email address and cell phone number below. Official communication regarding your degree completion and diploma will be sent to your Chapman student email address. Personal email and cell phone may be used for commencement purposes or contact after graduation.

Email

Select	Type	Email	Preferred
<input checked="" type="checkbox"/>	Personal	registrar@chapman.edu	

Phone

Select	Type	Phone	Preferred
<input checked="" type="checkbox"/>	Mobile	111/111-1111	<input checked="" type="checkbox"/>

- Like with Name and Address, if you wish to make changes, simply click on the field you wish to update and enter the correct information

Application for Graduation

< Previous Next >

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Contact Details Visited

5 Submit Not Started

Step 4 of 5: Contact Details

Please review your personal email address and cell phone number below. Official communication regarding your degree completion and diploma will be sent to your Chapman student email address. Personal email and cell phone may be used for commencement purposes or contact after graduation.

Email

Select	Type	Email	Preferred
<input checked="" type="checkbox"/>	Personal	registrar@chapman.edu	

Phone

Select	Type	Phone	Preferred
<input checked="" type="checkbox"/>	Mobile	111/111-1111	<input checked="" type="checkbox"/>

Cancel

Accept

Edit Email

Email Type: Personal

Email Address: registrar@chapman.edu

- After confirming, click the “next” button in the top right corner
- Click the submit button in the top right corner, just below the “previous” button. As the page says, if you need to change your completion term, please email conferral@chapman.edu. Law Students should contact lawregistrar@chapman.edu.

Application for Graduation

< Previous

1 Graduation Term Visited

2 Diploma / Degree Name Visited

3 Address Visited

4 Contact Details Visited

5 Submit Visited

Step 5 of 5: Submit

Your Application for Graduation is ready.

Click submit to complete the process.

If you need to change your completion term please email conferral@chapman.edu. Law Students should contact lawregistrar@chapman.edu.

Submit

12. You will be prompted to confirm, press “Yes” and you’re all done!

Application for Graduation

Step 5 of 5: Submit

Your Application for Graduation is ready.
Click submit to complete the process.
If you need to change your completion term please email conferral@chapman.edu. Law Students should contact lawregistrar@chapman.edu.

Are you sure you want to proceed with the submission?

Yes No

13. On a successful application, you will be taken back to the Apply for Graduation landing page.