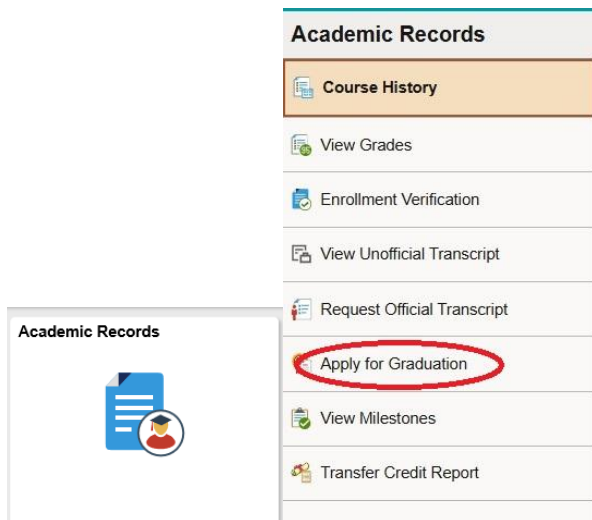**CHAPMAN UNIVERSITY**

Applying for Degree Conferral/Graduation
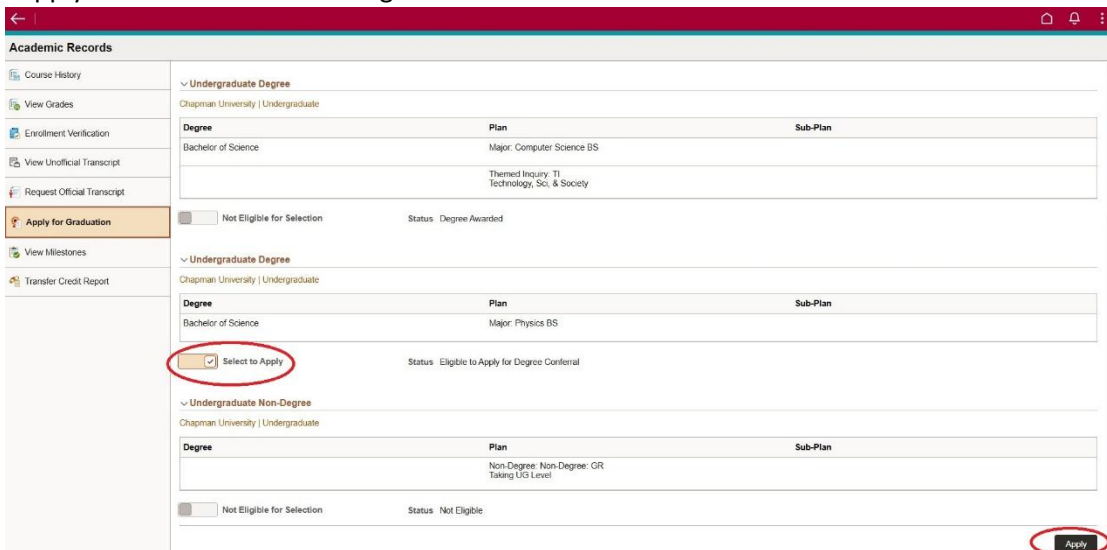
STUDENTCENTER.CHAPMAN.EDU

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 <u>completed</u> 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

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

5. Verify that your "diploma name" is correct

- 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.

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

7. 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

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

8. Click "next" on top right

9. 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

- 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

10. After confirming, click the "next" button in the top right corner
11. 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.

12. You will be prompted to confirm, press "Yes" and you're all done!

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