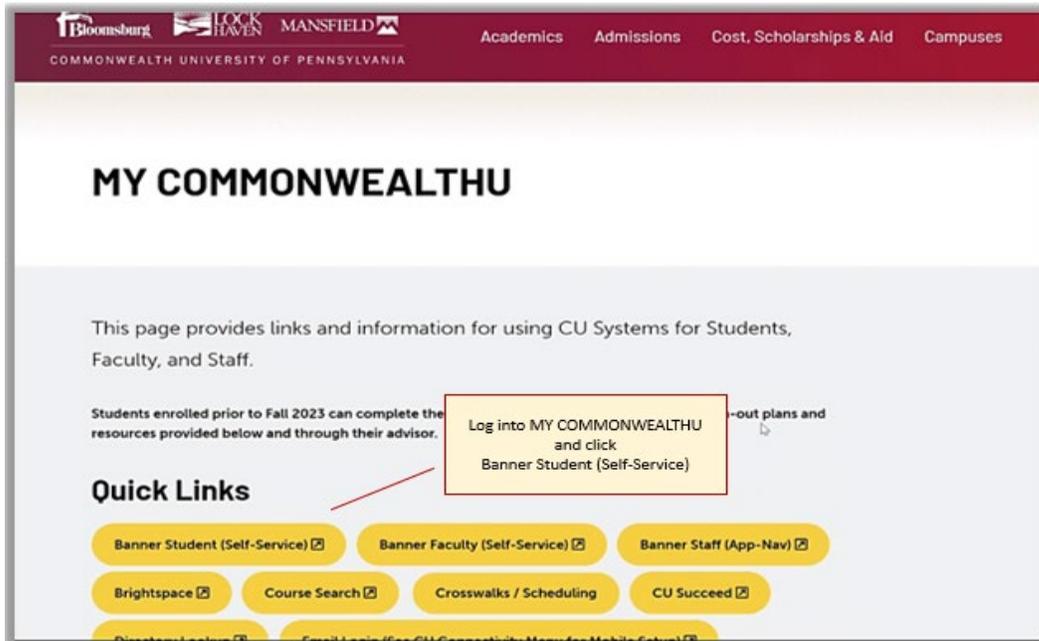


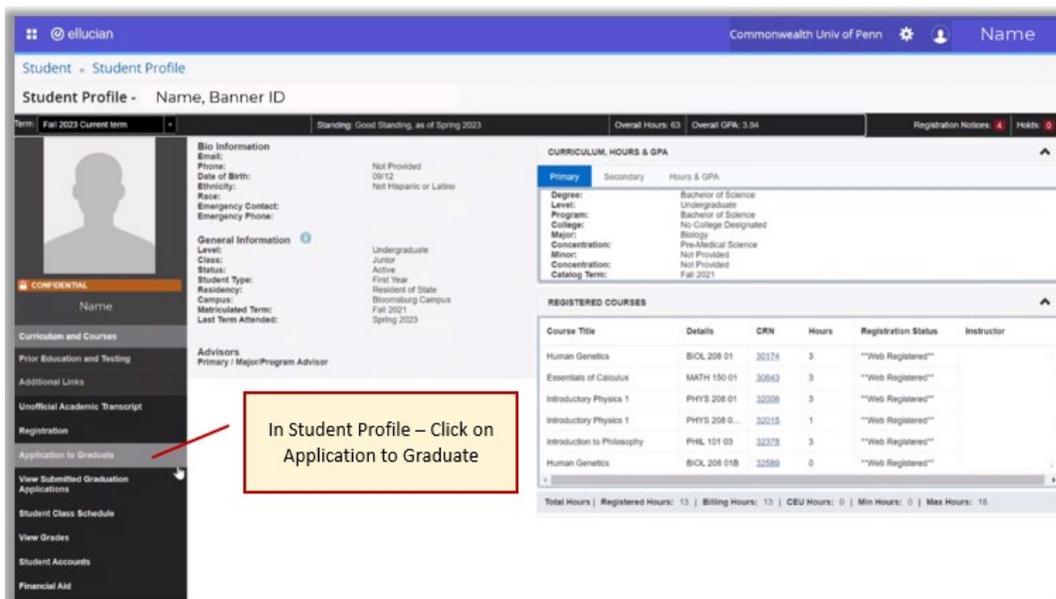
## Enter and Submit Graduation Application

The graduation application can be entered and submitted online through My COMMONWEALTHU.

1. Log into **MyCommonwealthU**.
2. Click on the Quick Link: **Banner Student (Self-Service)**.

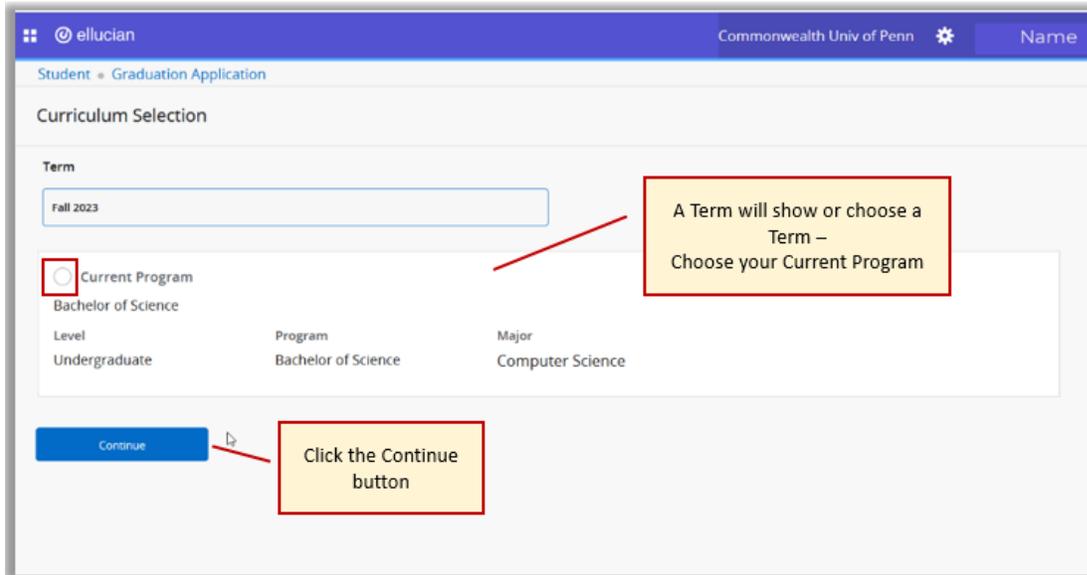


3. In Student Profile click **Application to Graduate**.



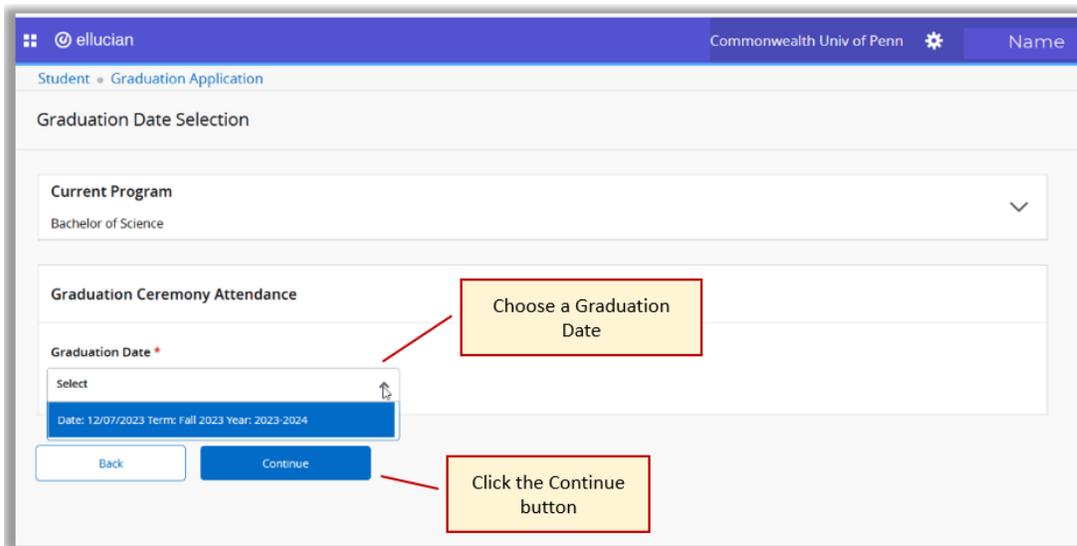
4. **Curriculum Selection**

- a. A **Term** should appear or choose a **Term**.
- b. Click the button to choose your **Current Program**.
- c. Click the **Continue** button.



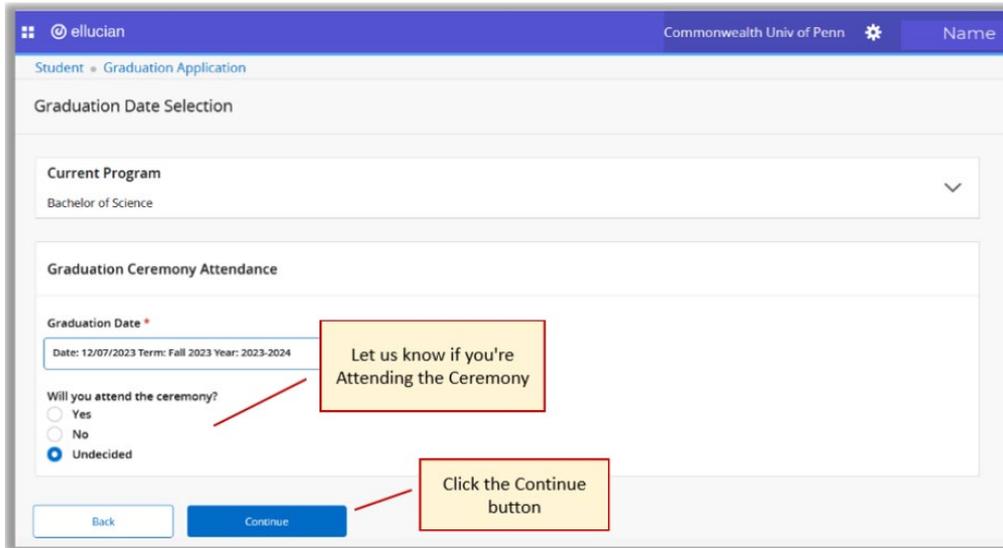
5. **Graduation Date Selection**

- a. Choose a **Graduation Date**.
- b. Click the **Continue** button.



## 6. Graduation Date Selection

- Choose if you are **Attending the Ceremony**. (Fall 2023 will be held at Bloomsburg's Campus only, Mansfield and Lock Haven students do have the option to walk at the Bloomsburg Campus or wait for Spring and walk at their home campus)
- If you choose **Undecided**, you will be notified prior to graduation.
- Click the **Continue** button.



Student - Graduation Application

Graduation Date Selection

Current Program  
Bachelor of Science

Graduation Ceremony Attendance

Graduation Date \*  
Date: 12/07/2023 Term: Fall 2023 Year: 2023-2024

Will you attend the ceremony?  
 Yes  
 No  
 Undecided

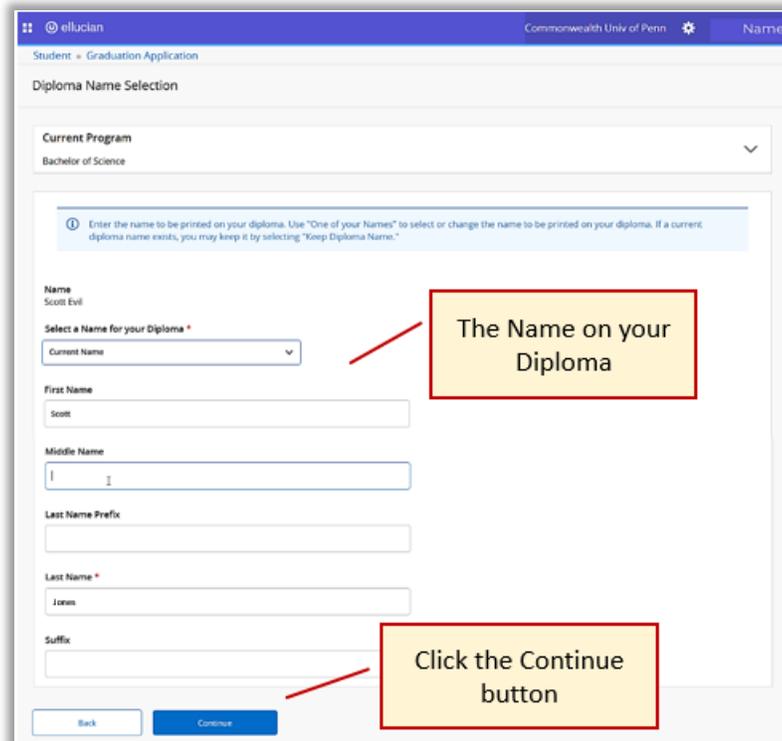
Let us know if you're Attending the Ceremony

Click the Continue button

Back Continue

## 7. Diploma Name Selection

- Review your **Name**, here you can make updates.
- Click the **Continue** button.



Student - Graduation Application

Diploma Name Selection

Current Program  
Bachelor of Science

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  
Scott Evil

Select a Name for your Diploma \*  
Current Name

First Name  
Scott

Middle Name  
| |

Last Name Prefix  
| |

Last Name \*  
Jordan

Suffix  
| |

The Name on your Diploma

Click the Continue button

Back Continue

8. **Diploma Mailing Address Selection**

- a. You can choose the mailing address we have on file.
- b. Select an **Address**.
- c. Click the **Continue** button.

ellucian Commonwealth Univ of Penn Name

Student - Graduation Application

Diploma Mailing Address Selection

Current Program  
Bachelor of Science

Mailing Address For Diploma

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

One of your Addresses \*  
Select

Back Continue

Select the Address on file to send your Diploma

Click the Continue button

- d. Review your **Address** and make updates if needed.
- e. Click the **Continue** button.

ellucian Commonwealth Univ of Penn Name

Student - Graduation Application

Diploma Mailing Address Selection

Current Program  
Bachelor of Science

Mailing Address For Diploma

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

One of your Addresses \*  
Mailing West Main St

House Number  
23

Street Line 1 \*  
West Main St

Street Line 2  
Apt. 2A

Street Line 3

Street Line 4

City \*  
Bloomsburg

State or Province  
Pennsylvania

Zip or Postal Code  
17815

Nation

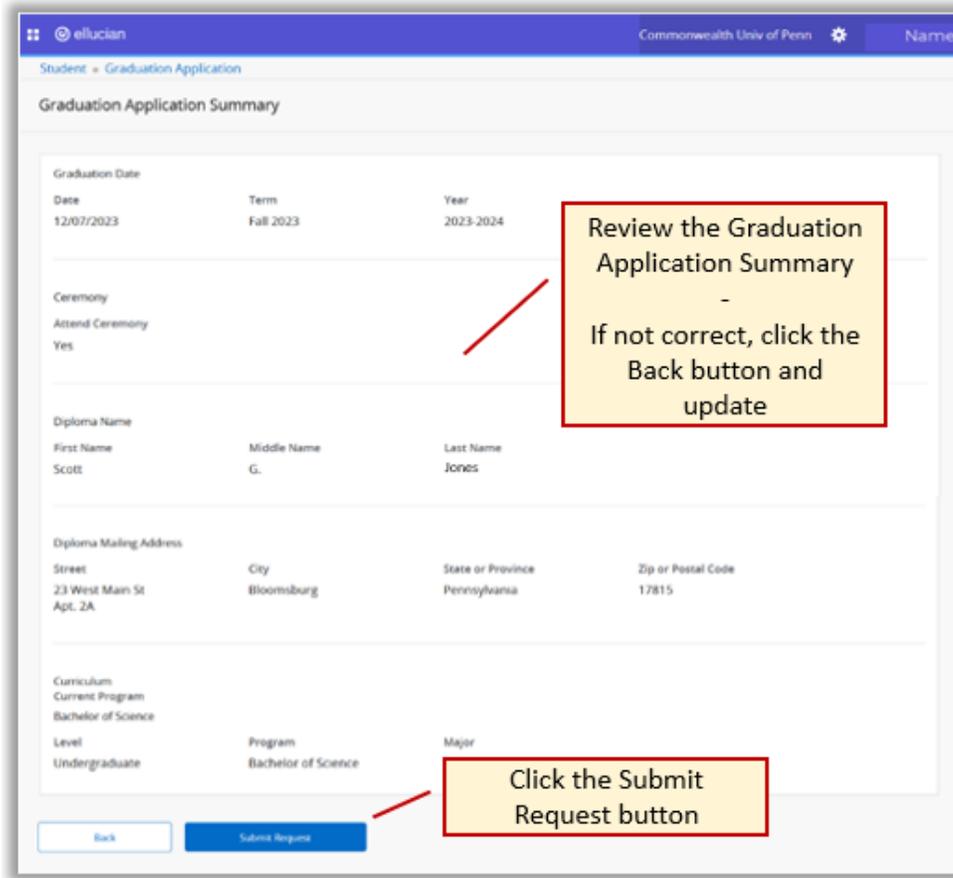
Back Continue

Review your Address and Update

Click the Continue button

9. **Graduation Application Summary**

- a. Review the **Graduation Application** before submitting.
- b. If not correct, click the **Back** button and update.



Student - Graduation Application  
**Graduation Application Summary**

Graduation Date			
Date	Term	Year	
12/07/2023	Fall 2023	2023-2024	

**Ceremony**  
 Attend Ceremony  
 Yes

Diploma Name		
First Name	Middle Name	Last Name
Scott	G.	Jones

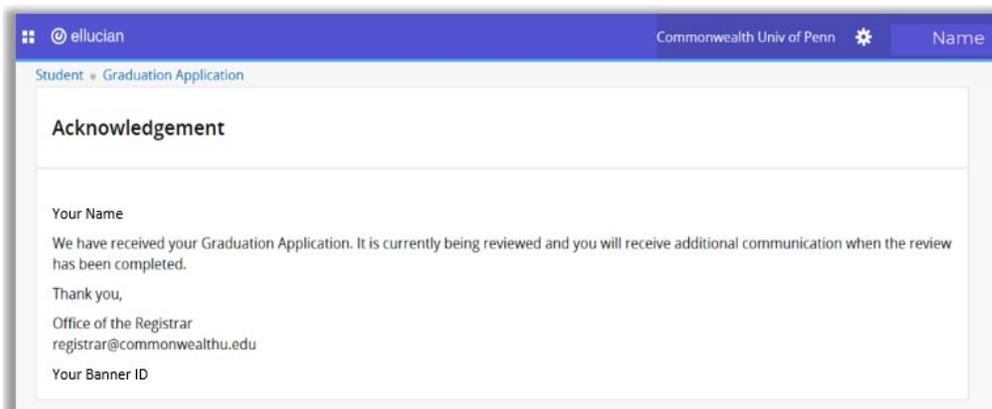
Diploma Mailing Address			
Street	City	State or Province	Zip or Postal Code
23 West Main St Apt. 2A	Bloomsburg	Pennsylvania	17815

Curriculum		
Current Program	Program	Major
Bachelor of Science	Bachelor of Science	
Level	Undergraduate	

[Back](#) [Submit Request](#)

10. **Acknowledge**

- a. When the Graduation Application is submitted, you will receive an Acknowledgement confirming the application is complete and sent.



Student - Graduation Application  
**Acknowledgement**

**Your Name**  
 We have received your Graduation Application. It is currently being reviewed and you will receive additional communication when the review has been completed.  
 Thank you,  
 Office of the Registrar  
 registrar@commonwealthu.edu  
 Your Banner ID