

# **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).

COMMONWEALTH UNIVERSITY OF PENNSYLVANIA	Academics	Admissions	Cost, Scholarships & Aid	Campuses
MY COMMONWEALT	ΉU			
This page provides links and informatic Faculty, and Staff.	on for using C	J Systems fo	r Students,	
Students enrolled prior to Fall 2023 can complete the resources provided below and through their advisor.	Log into MY CC and Banner Stude	MMONWEALTH I click nt (Self-Service)	-out plans and	
Quick Links         Banner Student (Self-Service)         Brightspace         Course Search	ulty (Self-Service) ( osswalks / Schedul	B Banner : ing CU Su	Staff (App-Nav)	

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

:: 🔘 ellucian				Co	mmonwe	alth Univ o	of Penn 🔅 🔳	Name
Student + Student Profile								
Student Profile - Nam	ne, Banner ID							
Term: Fail 2023 Current term +		Standing: Good Standing, as of Spring 2023	Overall Hou	ns: 63 Overall GPA; 3	.94		Registrat	ion Notices: 🎒 Holds:
2	Bio Information Emails Date of Bith: Bibliotity: Race: Emergency Phone: General Information General Information Canacian Information Status: Status:	Not Prested 0013 Not Hispanic or Latino Undergraduate Juntar Active Acti	CURRICULUM, HOURS & GI Primary Secondary Degrees Level: Program: Collega: Major: Concentration: Minor: Concentration: Catalog Term:	Mours & GPA Bachelor of Schen Undergraduate Bachelor of Schen No College Desig Biology Pre-Medical Scie Not Privided Nat Privided Nat Privided Fait 2021	oe nated noe			
Name	Budent Type: Pirst Year Residency: Resident of State Campus: Biomshurg Campus Matriculated Term: Pial 2021 Last Tiern Attended: Spring 2023		REGISTERED COURSES					
Curriculum and Courses			Course Title	Details	CRN	Hours	Registration Status	Instructor
Prior Education and Testing	Advisors Primary / Major/Program Adv	isor	Human Genetics	BIOL 208 01	30174	3	"Web Registered"	
Additional Links			Essentials of Calculus	MATH 150 01	20543	3	""Web Registered"*	
Unofficial Academic Transcript			Introductory Physics 1	PHY'S 208 01	32006	3	"Web Registered"	
Registration	In Stu	ident Profile - Click on	Introductory Physics 1	PHYS 208 0	32015	1	"Web Registered"	
	111 010	liestian to Creducto	Introduction to Philosophy	PHIL 101 03	32378	з	"Web Registered"*	
Application to unacuality View Submitted Graduation	Ар	fication to Graduate	Human Genetics	BIOL 206 018	32589	0	"Web Registered"	
Student Class Schedule View Grades Student Accounts			Total Hours   Registered Ho	uns: 13   Billing Hou	en: 13   C	EU Hours: 0	Min Hours: 0   Max H	tours: 18
Financial Aid								



#### 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.

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Student   Graduation App	lication			
Curriculum Selection				
Term				
Fall 2023			A Term will show or choose a Term –	
Current Program			Choose your Current Program	
Bachelor of Science	Drogram	Major		
Undergraduate	Bachelor of Science	Computer Science		
Continue	Click the Continue			

#### 5. Graduation Date Selection

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

:: @ ellucian	Commonwealth Univ of Penn	*	Name
Student   Graduation Application			
Graduation Date Selection			
Current Program Bachelor of Science			~
Graduation Ceremony Attendance Choose a Graduation Date			
Select Date: 12/07/2023 Term: Fall 2023 Year: 2023-2024			
Back Continue Click the Continue button			

#### 6. Graduation Date Selection

- a. 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)
- b. If you choose **Undecided**, you will be notified prior to graduation.
- c. Click the **Continue** button.

@ ellucian		Commonwealth Univ of Penn	*	
Student   Graduation Application				
Graduation Date Selection				
Current Program				~
Bachelor of Science				
Graduation Ceremony Attendance				
Graduation Date *	Let us know if you're			
Will you attend the ceremony? Yes	Attending the Ceremony			
No				
Undecided	Click the Continue			

#### 7. Diploma Name Selection

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

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itudent + Graduation Application		
Diploma Name Selection		
Current Program		
Bachelor of Science		$\sim$
Enter the name to be printed on your diploma. Use "One of your Name	s" 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 Nam	a."	
Name		
Scott Evil	The Newselson	
Select a Name for your Diploma *	The Name on your	
	Diploma	
First Name		
Middle Name	-	
. 1		
Last Name Prefix		
Last Name *	_	
Jones		
Suffix	Click the Continue	
	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.

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Student   Graduation Application			
Diploma Mailing Address Selection			
Const Design			
Current Program		\[	/
bacheor of science			
Mailing Address For Diploma			
Prease select state (Province) and zip (Postal Code) or select output to grower     Select the Address on			
One of your Addresses * file to send your			
Select V			
Back Continue Click the Continue button			

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

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tudent + Graduation Application		
Viploma Mailing Address Selection		
Current Program		
Bachelor of Science		~
Mailine Address For Dinloma		
maning resides for orphonia		
Please select State (Province) and Zip (Posta	il Code) or select Nation to proceed.	_
One of your Addresses *	Review your Address	
Mailing West Main St.	and Update	
House Number	Street Line 1 *	
23	West Main St	
Street Line 2	Street Line 3	
Apr. 2A		
Street Line 4	City *	
	Moornsburg	
State or Province	Tin as Bastal Foda	
Perenghania	Y 17915	
and the second se		
Nation		
	Click the Continue	



#### 9. Graduation Application Summary

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

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tudent + Graduation Appli	sation			
iraduation Application	Summary			
Graduation Date				
Date 12/07/2023	Term Fall 2023	Year 2023-2024	Review the Graduation	
Ceremony Attend Ceremony Yes		/	Application Summary - If not correct, click the Back button and	
Diploma Name			update	
First Name Scott	Middle Name G.	Last Name Jones		
Diploma Mailing Address				
Street 23 West Main St Apt. 2A	City Bloomsburg	State or Province Pennsylvania	Zip or Postal Code 17815	
Curriculum Current Program				
Bachelor of Science	Bergeran	Maine		
Undergraduate	Bachelor of Science	Click	the Submit	
Back	Submit Request	Requ	uest button	

### 10. Acknowledge

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

@ ellucian	Commonwealth Univ of Penn 🔅	Name
itudent + Graduation Application		1
Acknowledgement		
Your Name		
We have received your Graduation Application. It is currently being reviewed has been completed.	and you will receive additional communication when the	e review
Thank you,		
Office of the Registrar registrar@commonwealthu.edu		
Your Banner ID		

