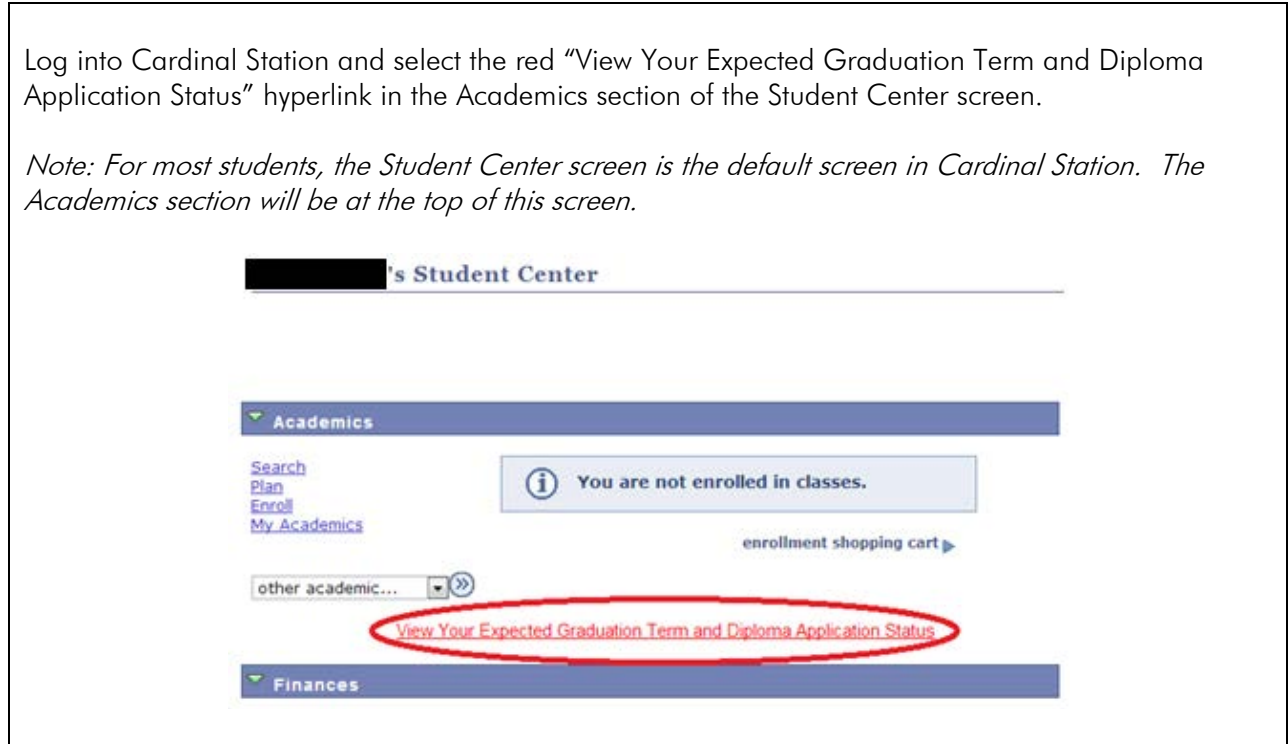


# Applying for Graduation

Follow the below steps to submit an application for your diploma in Cardinal Station.

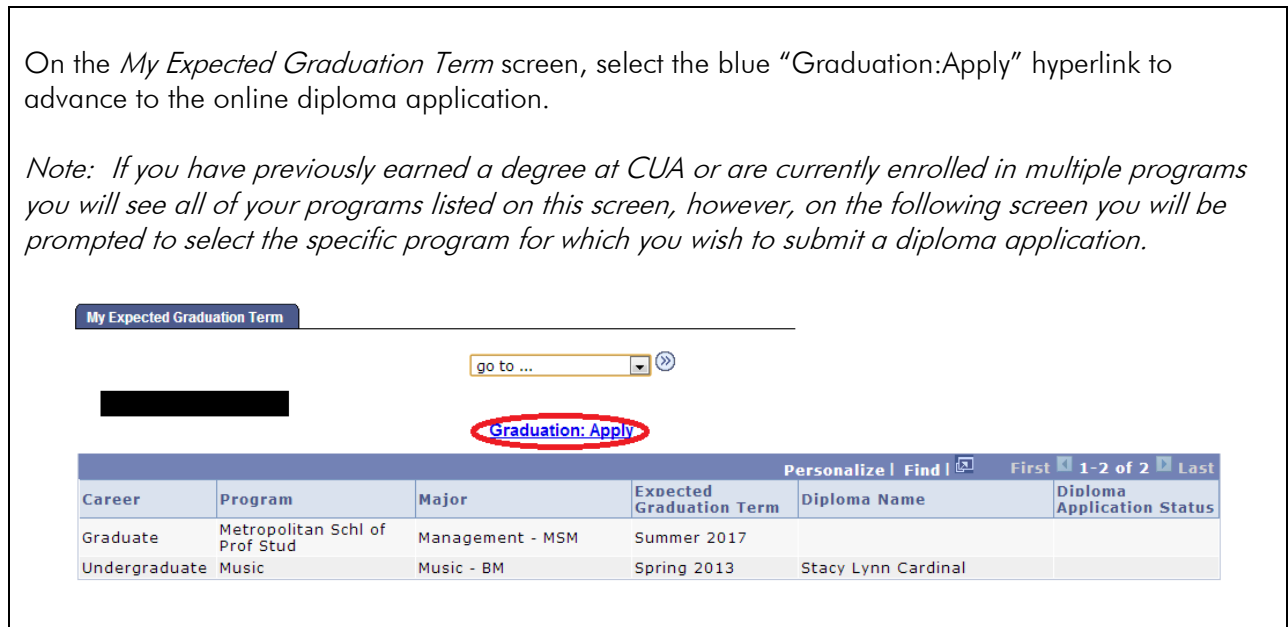
Log into Cardinal Station and select the red "View Your Expected Graduation Term and Diploma Application Status" hyperlink in the Academics section of the Student Center screen.

*Note: For most students, the Student Center screen is the default screen in Cardinal Station. The Academics section will be at the top of this screen.*



On the *My Expected Graduation Term* screen, select the blue "Graduation:Apply" hyperlink to advance to the online diploma application.

*Note: If you have previously earned a degree at CUA or are currently enrolled in multiple programs you will see all of your programs listed on this screen, however, on the following screen you will be prompted to select the specific program for which you wish to submit a diploma application.*



On the *Apply for Graduation* screen, select the blue hyperlink for the Academic Program for which you wish to submit a diploma application.

### Apply for Graduation



Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program	
<b>Academic Program:</b> <a href="#">Metropolitan Schl of Prof Stud</a>	<b>Description:</b> Graduate
<b>Degree:</b> Master of Science in Mgmt.	
<b>Plan:</b> Management - MSM	
<b>Academic Program:</b> <a href="#">Music</a>	<b>Description:</b> Undergraduate
<b>Degree:</b> Bachelor of Music	
<b>Plan:</b> Music - BM	

If your Academic Program or Plan is incorrect, please contact your dean's office.

On the *Apply for Graduation – Graduation Term* screen, use the drop-down menu to select the term in which you expect to complete your degree requirements and then select the Continue button.

### Apply for Graduation - Graduation Term

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You are applying to graduate from the following academic program:

If you are graduating in May, your graduation term is the spring term.  
If you are graduating in October, your graduation term is the summer term.  
If you are graduating in January, your graduation term is the fall term.

**Program** Music **Career** Undergraduate

**Degree** Bachelor of Music

**Major** Music - BM

Select an Expected Graduation Term below. If no values are found, you are not eligible to apply for graduation at this time.

**Expected Graduation Term**

- Fall 2012
- Spring 2013
- Summer 2013

On the *Apply for Graduation – Diploma* screen, enter your name exactly as you would like it to appear on your diploma and then select the Submit button.

**DO NOT ENTER YOUR NAME IN ALL CAPITAL LETTERS.**

Select the blue “Add special characters to your name” hyperlink if your name includes special characters such as accents, breves, umlauts, etc.

*Note: Your diploma name must match the name you have on record with the university. To update your name on record complete a [Change of Name Request form](#) and submit it with the proper documentation to the Office of Enrollment Services.*

#### Apply for Graduation - Diploma



Please enter your name as you want it to appear on your diploma:

Your Name Here

[Add special characters to your name.](#)

Diploma name must be consistent with the name of record as recorded by the University.

**Note: You may submit only one graduation application per academic program. To change your diploma name or withdraw your application, please visit the Office of Enrollment Services, 10 McMahon Hall. (Phone: 202-319-5300)**  
When you are finished, please click the Submit button.

Select Different Program

Select Different Term

Submit

On the *Apply for Graduation – Confirmation* screen, select the blue “Add a Diploma Address here if you don’t already have one” hyperlink to review and/or add the diploma mailing address to your account.

#### Apply for Graduation - Confirmation



**You have successfully applied for graduation.**

Diplomas for students whose degrees are conferred at the May commencement ceremony will be distributed at the ceremony. Diplomas will be mailed to students who do not attend the ceremony.

Diplomas for students whose degrees are conferred in October and January will be mailed.

Please use the link below to enter the address to which your diploma should be mailed. Use the DIPLOMA address type. If you have not entered a DIPLOMA address, your diploma will be mailed to the HOME address.

[Add a Diploma Address here if you don't already have one](#)