Applying for Graduation and Ordering Commencement Regalia

Graduation vs Commencement: What's the Difference?

- Graduation: Graduation refers to the official end of student's program of study and his/her degree conferral.
- Commencement: Commencement, or Commencement Ceremony, refers to the celebrations held that recognize graduating students' accomplishments.
  - Walsh University holds one Commencement Ceremony each year at the end of the spring semester. Students graduating at the end of the spring semester, or the preceding fall and summer semesters are invited to attend.

Apply for Graduation: Procedures

The steps outlined below are intended for Walsh University students who will be graduating from a degree-seeking or certificate program (Associate, Bachelor, Master, Doctoral, & Certificate).

1) Access the Cav Center and log into your Student Profile.
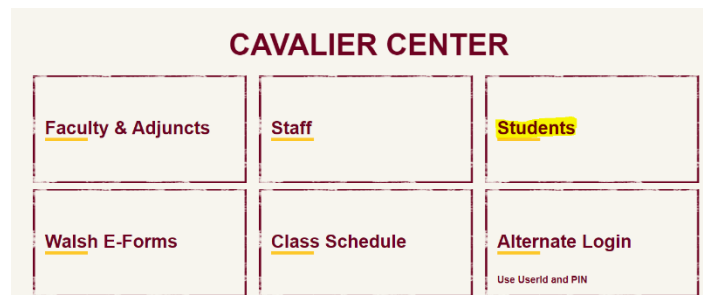
2) Once on your Student Profile homepage, click on the *Apply for Graduation* option under "Additional Links"
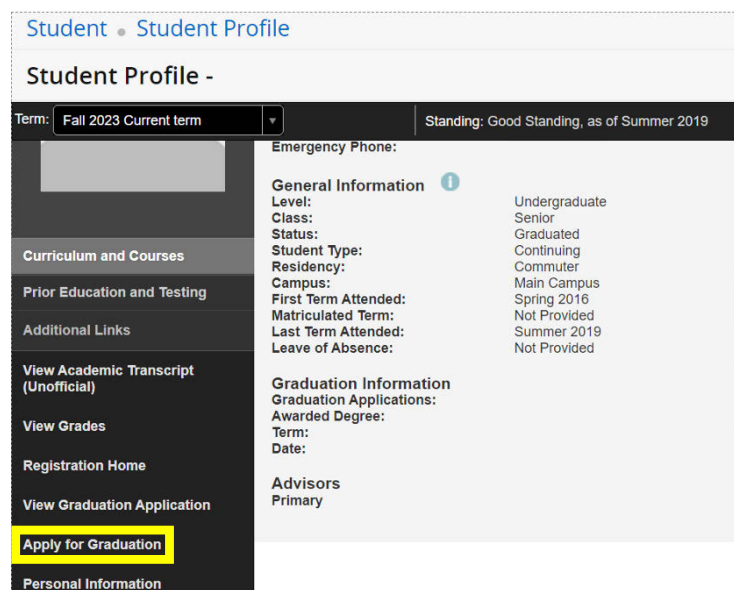
3) You will be redirected to the graduation application portal. You will need to answer all required fields before submitting your application. Click "Continue" to progress to each section of the application.

    a. **Curriculum Selection**: In most cases, students will need to select the most recent semester so the most accurate academic record is pulled.

    b. **Graduation Date Selection**: Students will be able to select their Graduation Date based on application availability. You will also select your plans to participate in the Spring Commencement Ceremony

        i. Graduation Date

            <u>Self-Service Graduation Application Availability</u>
- Summer Semester: November 1-July 1
- Fall Semester: March 1-November 1
- Spring Semester: June 30-April 1

            <u>Deadlines Before Late Fee</u>
- Summer: February 1
- Spring: September 30
- Fall: June 1

            <u>*Fees</u>
- Associate's & Bachelor's: $150
- Master's: $165
- Doctoral: $190
- Certificate: $25
- Late Fee: $35

*Fees will be assessed to student accounts during processing (late fees are non-refundable).

c. **Diploma Name Selection**: Select either "New" or "Current Name". **Do not select "Active Directory" if is available**
   i. Only the "Middle Name" and "Suffix" fields can be updated. Changes to first/last names require appropriate documentation showing change of legal name. Access the Change of Information form if this applies to you.

Primary Major   ⌄

ⓘ 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

Select a Name for your Diploma *

Current Name   ⌄

First Name

Middle Name

Last Name

Suffix

[Back]   [Continue]

d. **Mailing Address for Diploma**: Select either "New" or "Permanent"

Student • Graduation Application

Mailing Address For Diploma

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

One of your Addresses *

New   ⌄

Street Line 1 *

Street Line 2   Street Line 3

City *

State or Province   Zip or Postal Code
               ⌄

Nation
               ⌄

[Back]   [Continue]

e. **Graduation Application Summary**: Review all of your selections from each section within the application before submitting your request.

f. **Acknowledgement**: Students will receive an acknowledgement pop-up after submitting their application. It is recommended that you print/save this page for your records.

4) To view your active application, access your student profile homepage.
    a. Under "Graduation Information" you will see a hyperlink that says "Active" next to Graduation Applications.

==IMPORTANT: **If you plan to participate in the Commencement Ceremony (selected "yes" in the application), please continue to the "Order Commencement Regalia: Procedures" section of this document on page 5. We strongly recommend submitting your order form even if you selected "undecided" for your plans to participate.**==

Students without University approved regalia will not be permitted to participate under any circumstance. You must submit the Commencement Regalia Order form online prior to the established graduation application deadlines, but no later than 4 weeks before the Spring Commencement Ceremony.

Order Commencement Regalia: Procedures

1) If you plan to participate or think you may participate in the Spring Commencement Ceremony, verify that you have selected "Yes" or "Undecided" by viewing your active application. ***See step 4 under Apply for Graduation: Procedures***
   a. If you selected "No" but decide you would like to participate, continue following the steps below and see "Changes to Your Graduation Application" at the end of this document.
2) Access the Commencement Regalia Order form online through etrieve central. The following must be filled out by the student.***
   a. Student Height, Student Weight, Military Veteran Disclosure

***All other fields will be auto-populated based upon the information found within your specific graduation application. An active application must be on file before you can submit the Commencement Regalia Order form.

3) Submit your order form for processing.
   a. The Office of the Registrar will notify the Bookstore of height/weight. Students then pick-up their regalia (cap/gown) during senior send-off towards the end of the semester in which he/she is graduating (semester of degree conferral), not the semester of the commencement ceremony.
      i. Students who are unable to pick-up their regalia at senior send-off will be able to go to the Bookstore to pick-up their cap/gown.

Changes to your Graduation Application

Students may need to make changes to the following:
- **Diploma Mailing Address**: Address in which a student's diploma will be mailed upon official conferral.
- **Diploma Name**: The name to be listed on a student's diploma.
  o Students are only permitted to update the middle name and suffix. Any changes to first/last name MUST have appropriate documentation to correspond to the changes requested-at least 2 of the following (Updated ID, Passport, Marriage License, Social Security Card).
- **Ceremony Attendance**: Students can change his/her response up to 4 weeks prior to the Spring Commencement Ceremony.
- **Graduation Term**: Students may need to make changes to his/her graduation term.
  o Students cannot switch their graduation to a semester that has already ended (EX: A student with an original Spring 2024 graduation application cannot switch their semester for degree conferral to Fall 2023 if the Fall Semester has already ended, even if all degree requirements are completed).
    ▪ It is the responsibility of all students to ensure timely communication with his/her academic advisor to verify eligibility for graduation. The Office of the Registrar will ensure timely notifications of all graduation audits.

If any of the scenarios above apply to you, please contact the Office of the Registrar, registrar@walsh.edu.

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Disclaimer: The information above is subject to change to better meet University needs in coordination with the Office of the Registrar. It is the student's responsibility to contact the Office of the Registrar should there be any questions regarding said information. Failure to do so may result in a delay in degree conferral or ability to participate in the Spring Commencement Ceremony.