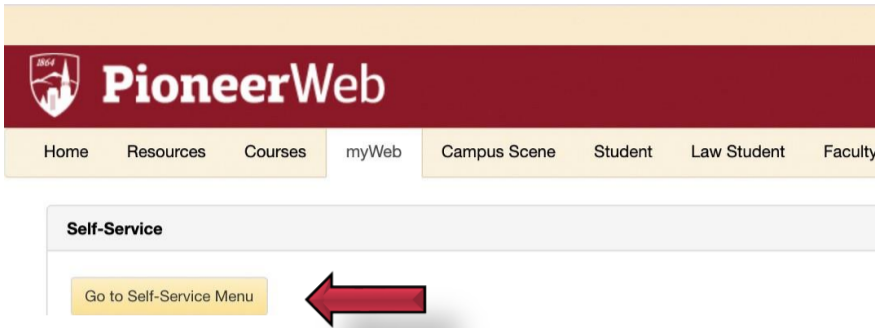




How to Navigate to the Graduation Application

1. Login to PioneerWeb and navigate to the MyWeb tab.

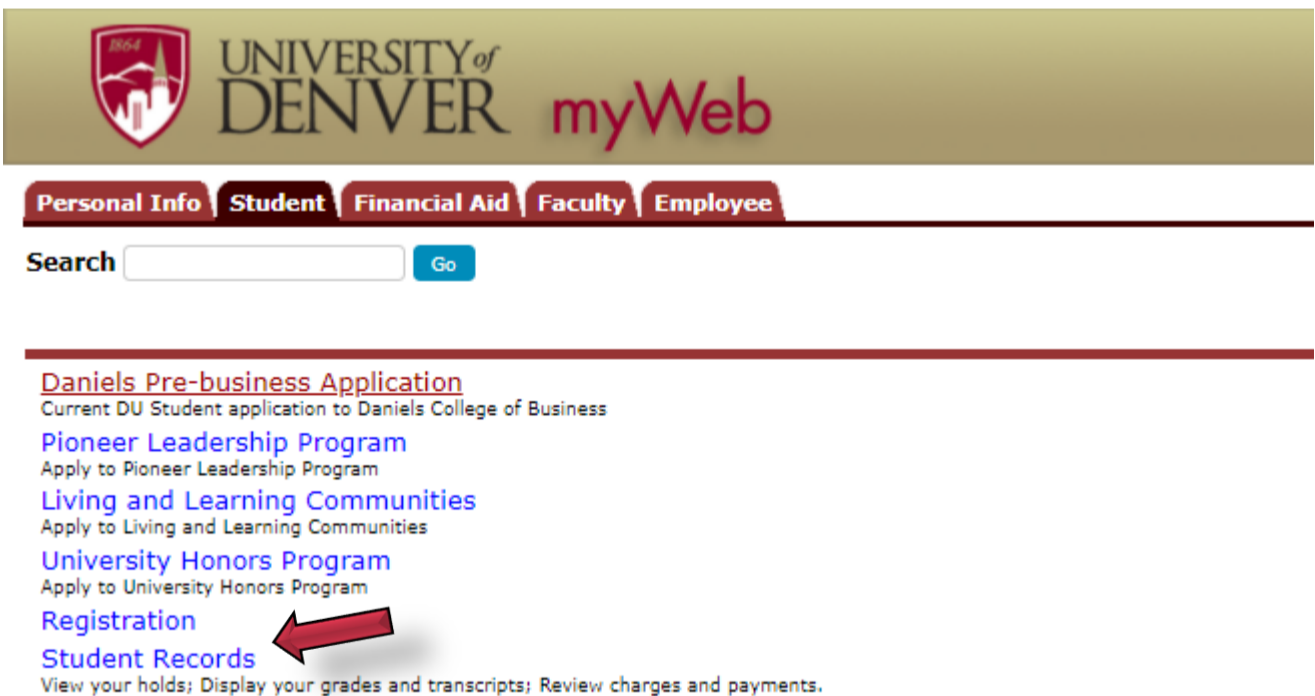
2. Click on the Self-Service Menu button.



3. From that menu, select Student.



4. Navigate to the Student Record link.



5. Click Apply to Graduate.



The screenshot shows the University of Denver myWeb interface. At the top, there is a navigation bar with tabs for Personal Info, Student, Financial Aid, Faculty, and Employee. Below this is a search bar with a 'Go' button. The main heading is 'Student Records'. A list of links is provided, including 'View Holds', 'Midterm Grades and Faculty Feedback', 'Final Grades', 'Grade Detail', 'View/Print Unofficial Transcript', 'Request Printed/Official Transcript', 'View Status of Transcript Requests', 'Account Summary by Term', 'Account Summary', 'Select Tax Year', 'Tax Notification', 'Degree Audit', 'General Student Information', 'Check Your Registration Status', 'Request Academic Exception', 'View Academic Exceptions', 'View Student Record Releases (FERPA)', 'Add Student Record Release (FERPA)', 'Request Enrollment Verification', 'View Status of Enrollment Verification Requests', and 'Apply to Graduate'. A red arrow points to the 'Apply to Graduate' link.

6. Select a term to determine the curriculum for your graduation application. *PLEASE NOTE: THIS TERM SHOULD BE ENTERED AS THE CURRENT ACADEMIC TERM. YOU WILL BE ASKED TO ENTER YOUR GRADUATION TERM ON A LATER SCREEN.* Click submit.




The screenshot shows the University of Denver myWeb interface for 'Curriculum Term Selection'. It features the same navigation bar and search bar as the previous page. The main heading is 'Curriculum Term Selection'. Below the heading, there is a message: 'Select a term to determine curriculum for graduation application. (For the best results, select the current term.)'. A 'Select a Term:' dropdown menu is open, showing options: Winter Quarter 2022, Autumn Quarter 2021, Spring Quarter 2021, Winter Quarter 2021, and Autumn Quarter 2020. A red arrow points to the 'Winter Quarter 2022' option. A 'Submit' button is visible to the left of the dropdown. Below the dropdown, there is a 'RELEASE: 8.7' label.

7. Read the information provided on the screen. If your curriculum is available, click on the radio button. If your curriculum is not available, please see the provided instructions or visit your advisor for assistance. Click continue.



The screenshot shows the University of Denver myWeb interface for 'Curriculum Selection'. It features the same navigation bar and search bar. The main heading is 'Curriculum Selection'. Below the heading, there is a section titled 'PLEASE READ BEFORE PROCEEDING!' with instructions for selecting a curriculum. The instructions include: 'Select one curriculum for this graduation application. If your curriculum is not available for selection, you either are not eligible to apply at this time or have already submitted an application. To view an existing application, select "View Graduation Applications" at the bottom of this page. If you are an undergraduate and your curriculum does not appear to be correct, complete the Application for declaration/change of Undergraduate Degree/Major/Minor prior to applying to graduate.' There are also instructions for students applying for multiple degrees, undergraduate students with multiple majors, and graduate students. A 'Select Curriculum' radio button is visible, with a red arrow pointing to it. A 'Continue' button is located below the radio button.

8. Enter the future term associated with your graduation date. Click continue.



Graduation Date Selection

* indicates required field

Curriculum


Select Graduation Date

Graduation Date:*

- None
- None
- Term:Spring Quarter 2022
- Term:Summer Quarter 2022
- Term:Autumn Quarter 2022
- Term:Winter Quarter 2023

[[View Transcript](#) | [View Graduation Applications](#)]

9. Enter your decision to attend a ceremony. Click continue. If you are applying for a certificate, skip this step.




Graduation Ceremony Selection

Please indicate if you plan to attend the ceremony. If you are applying for a certificate skip this section.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

10. Use the menu to select the name that you would like printed on your diploma. Click continue.



Diploma Name Selection

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 "Current Name."

* indicates required field

Name
Name: Chad Everett Saunders


Current Diploma Name:

Select a Name for your Diploma

One of your Names:*

- None
- None
- New
- Current Name (Chad E. Saunders)

11. If you prefer your diploma name to display special characters you may insert them on this page. Click continue.



Personal Info | **Student** | **Financial Aid** | **Faculty** | **Employee**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Diploma Name Selection

If you prefer your diploma name to display special characters you may insert them on this page. If you need assistance please contact John Maly at john.r.maly@du.edu .
Click here for [Special Character Chart](#)


* indicates required field

Name For Diploma

First Name:	<input type="text" value="Chad"/>
Middle Name:	<input type="text" value="Everett"/>
Last Name:*	<input type="text" value="Saunders"/>
Suffix:	<input type="text"/>



12. Review the information you have entered for the application. Click submit request. Congratulations... You have just applied to graduate!



Personal Info | **Student** | **Financial Aid** | **Faculty** | **Employee**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Graduation Application Summary

Please review the information below and click Submit Request. If there is an error on this page, please use the back button and make the correction before submitting the application.

Graduation Date	
Term:	Spring Quarter 2022
Ceremony	
Attend Ceremony:	Undecided
Diploma Name	
First Name:	Chad
Middle Name:	Everett
Last Name:	Saunders

Curriculum

