












Applying For Graduation Using Self-Service

1. Access Self-Service and click on the “Graduation Overview” button.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, and timecards	 Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections.
 Grades Here you can view your grades by term.	 Graduation Overview Here you can view and submit a graduation application.
 Advising Here you can access your advisees and provide guidance & feedback on their academic planning.	 Faculty Here you can view your active classes and submit grades and waivers for students.
 Self-Service Help Instructions on how to use Self-Service	

2. Here you will find a list of all programs you can apply to graduation for. Be sure to read the disclaimer, taking note that you will have to pay your application fee alongside the application to be considered for graduation. Click on application link next to the program you wish to apply to graduation for.

Graduation Application

Please click on the appropriate apply link below to apply for graduation. The application fee is non-refundable. Applications will need to be submitted by October 15 to avoid a late fee, ensure that your name will appear in the program, and have a seat reserved at Commencement. Remember to schedule a meeting with your academic advisor before applying for graduation to ensure that you are on track for graduation. For more information about our graduation and commencement process please visit [Commencement information](#)

Program of Study	Major	Application Status
Communication Master of Arts	Communication	Apply - Payment of Application fee will be required
Master of Business Administration	Business Administration	✔ Application submitted on 8/23/2018

3. On the application, please fill out all fields. If you plan on attending commencement, make sure to fill out the correct cap and gown sizes.

Graduation Application
[Back to Programs of Study](#)

Full Name	Christopher A Walters	Communication Master of Arts
GraduationTerm *	<input type="text" value="Please Select"/>	Diploma: Master of Arts
Preferred Name on Diploma *	<input type="text" value="Christopher A Walters"/>	Major: Communication
Hometown and State/Province *	<input type="text"/>	

Commencement Details

Will you attend commencement? * Yes No

Diploma Mailing Address Ship to preferred mailing address
402 Dabney Drive, #1
Lexington, KY 40509

Ship to a new address

Cap and Gown

Height *

Weight *

4. Once you've ensured all information is filled out correctly, the application fee is listed, as well as a drop down list of payment methods. Please select your preferred method of payment and click "Proceed to Payment". Your application will not be considered complete unless payment is received.

Payment Details

Click Proceed to Payment to pay the graduation application fee.

Amount Due: \$80.00

Payment Methods *

[Cancel](#)