Students nearing completion of their graduation requirements with a current term expected graduation date will be prompted via email to apply for their degree. A degree application MUST be submitted in order for a student to graduate.

Online degree applications open one month before the deadline date which can be found on the [Academic Calendar](#). Degree applications submitted after the deadline could be subject to a $25.00 late charge.

This training video walks you through the degree application process from a student’s perspective.

*Students who are eligible to apply for graduation will see an “Apply for Graduation” option under ‘other academics’ in OPUS:*
Step Two – Student Completes “To-Do” List –

A second email will notify the student that the degree application was received and provide a list of “To-Do” items. Student will need to log into OPUS and view his/her “To Do” List.

Step Three – Student Receives Confirmation

Once the To Do list is completed, student receives email receipt confirming process is complete. Since the name in OPUS will be used on the student’s diploma, this email encourages graduating students to check their name that appears on OPUS. If a name change is desired, proper documentation and a name change request form must be submitted to the University Registrar’s office for processing.