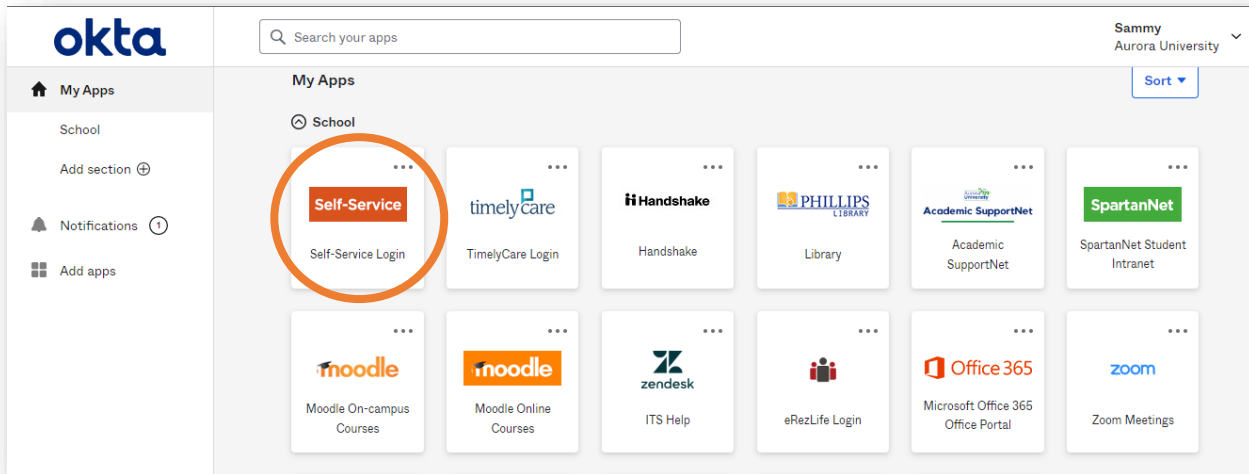
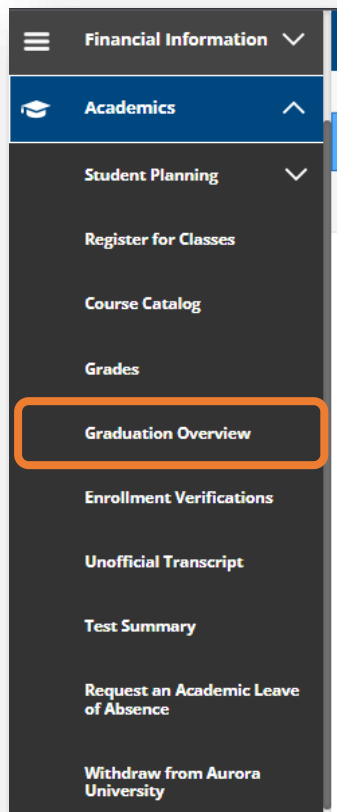


Applying for Graduation in Self-Service

STEP 1: After logging into your Okta dashboard via aurorauniversity.okta.com, click on the **Self-Service** application.



STEP 2: Access the **Graduation Overview** sub-menu under **Academics** by clicking the three horizontal bars in the top left corner of your Self-Service page.



Applying for Graduation in Self-Service

STEP 3: If you are able to apply for graduation, an **Apply** link will be active under the **Application Status** column. Click **Apply**.

The screenshot shows the Aurora University self-service portal. The header includes the university logo, user name 'sspartan01', and links for 'Sign out' and 'Help'. The breadcrumb trail is 'Academics > Graduation Overview'. A blue information banner contains text about the graduation application process and contact information for the Registrar and Commencement Office. Below this is the 'Graduation Application' section with a heading and a paragraph of instructions. A table titled 'Review My Academic Progress' has three columns: 'Primary Program of Study', 'Majors', and 'Application Status'. The first row shows 'Business Administration (BA)' for the program, 'Business Admin, BA' for the major, and an active 'Apply' link for the application status.

Primary Program of Study	Majors	Application Status
Business Administration (BA)	Business Admin, BA	Apply

STEP 4: Complete all required fields on the application, including your **preferred diploma/ceremony name** and **pronunciation**, if applicable.

The screenshot shows the same Aurora University self-service portal, but now the 'Graduation Application' form is open. The header and breadcrumb trail are identical to the previous screenshot. The information banner is also present. Below the heading 'Graduation Application', there is a link to '< Back to Programs of Study'. The form is divided into two columns. The left column contains 'Graduation Name' with fields for 'Full Name' (Sammy Student Spartan), 'Graduation Term *' (Summer Term 2022), 'Preferred Diploma and Ceremony Name *' (Sammy Spartan), and 'Name pronunciation' (with a 'More Info' link). The right column contains 'Primary Program of Study' (Business Administration (BA)), 'Diploma' (Bachelor of Arts), and 'Majors' (Business Admin, BA).

Applying for Graduation in Self-Service

STEP 5: Complete the **Commencement Details** section and use the **Cap And Gown Orders** link to order your regalia if you plan to participate in the commencement ceremony.

Commencement Details

Will you attend commencement?

Is your mailing address on file still accurate? (toggle off to view current address)

What is your military status?

Not Applicable

Do you require any special accommodations during the ceremony?

Special Accommodations

Cancel Submit

Cap and Gown

To order your cap and gown go to: [Cap And Gown Orders](#)

STEP 5: A **confirmation message** will display stating your application has been submitted and a confirmation has been emailed to your Aurora University email address.