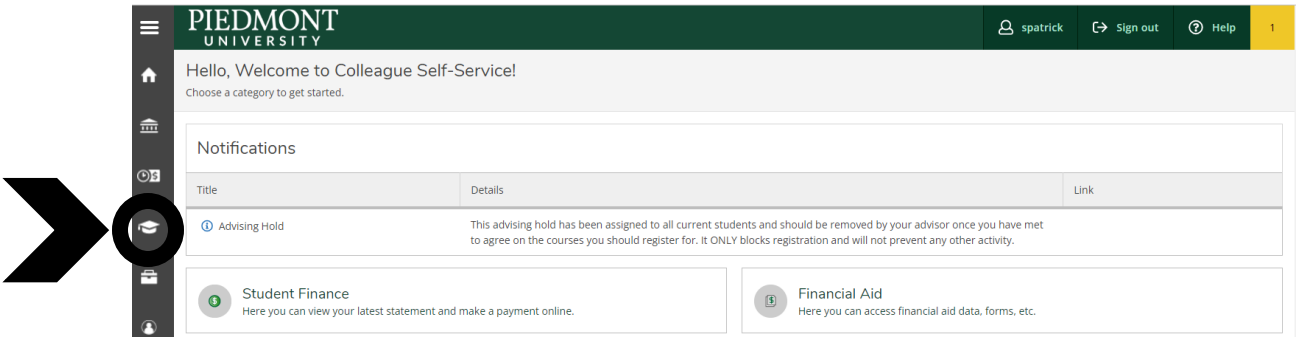
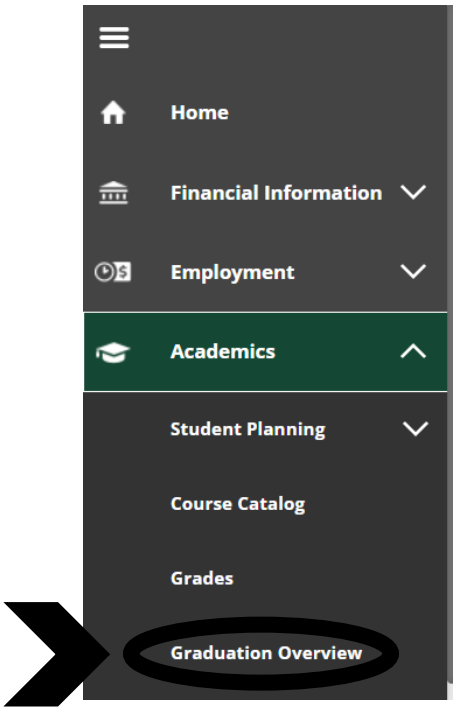
Apply for Graduation in Self Service:

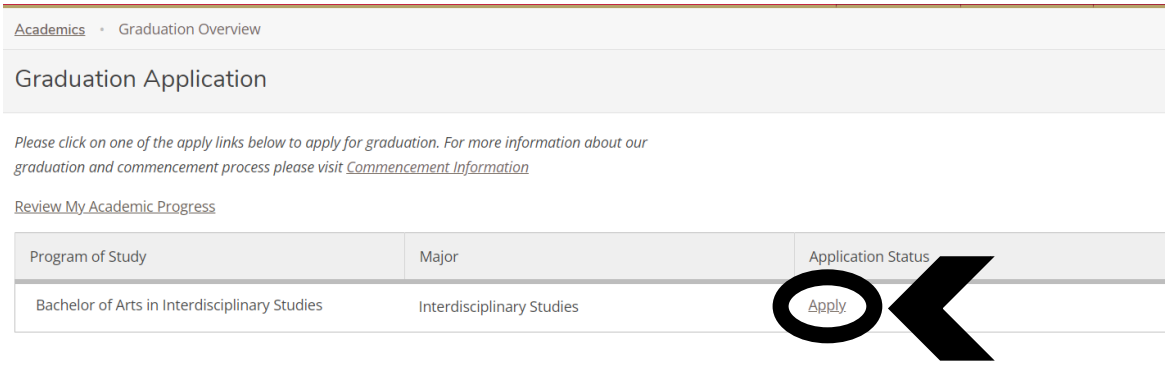
1. Sign into Self Service.
2. Locate the Graduation Hat/Mortarboard icon under the icon options on the left side of the screen. Click on the Gradution Hat/Mortorboard icon to view the drop down menu.




3. The icon should be labeled “Academics”. Click on the icon to view the drop down option “Graduation Overview”. Click on “Graduation Overview”.



4. This option should take you to the Graduation Application page. You should see the degree you have currently listed on your record. You should see under the application status “Apply.”
5. Click on the “Apply” option to begin the Graduation Application process.




6. The application will request academic information as well as interest in attendance of the ceremony, name pronunciation, and any accommodations that may be needed.
7. There is a fee associated with the application. A response once the application is submitted will request for payment to be made. It will provide the following link to pay the application fee: https://www.piedmont.edu/admission-aid/financial-aid/student-accounts/ or Student Accounts | Piedmont University. The fees are as follows: Undergraduate –$100, Graduate level & EdS- $125, EdD - $200. Students should use Miscellaneous Payments Pay Now option.
8. Once the application has been submitted, a notification will be sent to the Registrar’s Office. The current audit from the Registrar’s Office will be sent to the advisor and the student’s academic Dean. The advisor and Dean should let the Registrar’s Office know of any concerns.
9. An official audit letter will be sent out to the student and the advisor upon the completion of the official graduation audit done by the Registrar’s Office.
10. Students will receive informational emails from the Registrar’s Office closer to the beginning of the semester during which they are expected to graduate. These will include ceremony details, RSVP information for the ceremony, transcript information, graduation honors information (if applicable), regalia, etc.