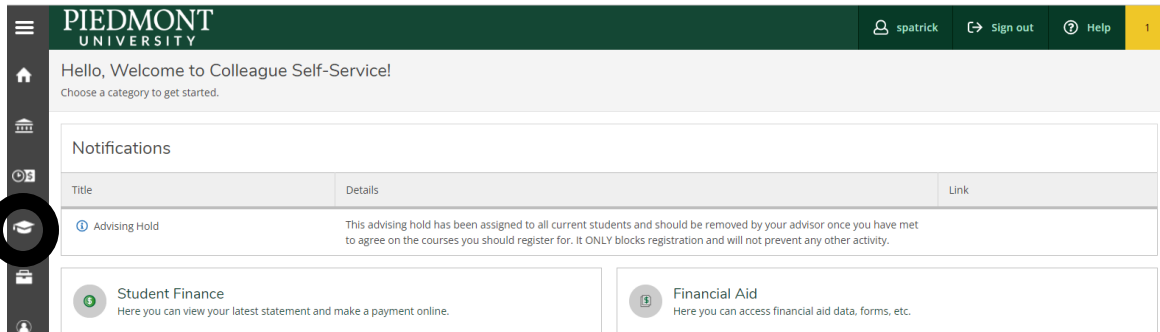


Apply for Graduation in Self Service:

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 Graduation Hat/Mortarboard icon to view the drop down menu.



PIEDMONT UNIVERSITY

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

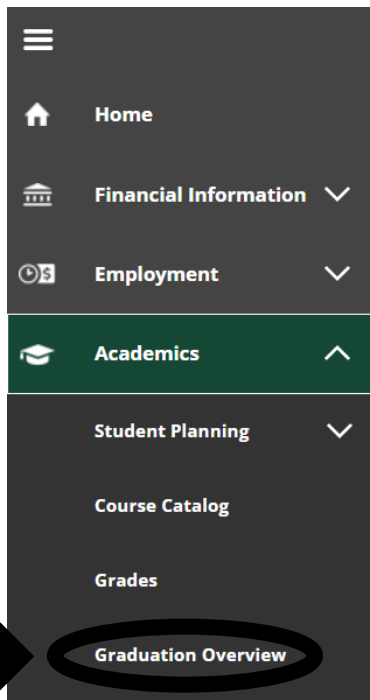
Notifications

Title	Details	Link
Advising Hold	This advising hold has been assigned to all current students and should be removed by your advisor once you have met to agree on the courses you should register for. It ONLY blocks registration and will not prevent any other activity.	

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.

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



Home

Financial Information

Employment

Academics

Student Planning

Course Catalog

Grades

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.

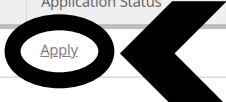
Academics - Graduation Overview

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Program of Study	Major	Application Status
Bachelor of Arts in Interdisciplinary Studies	Interdisciplinary Studies	Apply



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.