



## How to: Apply for Graduation

Congratulations! You're ready to complete your degree and graduate from Delaware Valley University. The process below outlines what you need to do in order to ensure a stress free graduation experience.

### **Step 1: Review your program evaluation with your advisor prior to registering for your final term.**

This is the last time you will be reviewing your program evaluation prior to registration and choosing which courses are necessary to fulfill your graduation requirements. When you plan or register for your last term you should see no unmet requirements (marked in red) on your program evaluation. If you do, you may not graduate. Make sure all substitution paperwork is submitted to the registrar's office. If you have taken courses elsewhere to fulfill requirements check that an official transcript has been sent to DelVal.

### **Step 2: Start the Application for Graduation.**

Once you've reviewed your program evaluation and are ready to apply, login to <https://my.delval.edu> Please select "Self-Service" under "Campus Applications," the same process used when registering for classes. Once you are in "Self-Service" you can select "Graduation Overview."

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

- Financial Aid**  
Here you can access financial aid data, forms, etc.
- Student Planning**  
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview**  
Here you can view and submit a graduation application.

Once you select “Graduation Overview” you can choose your program of study. Please note that if you have more than one program active, such as an Associate’s degree and Bachelor’s degree, and wish to graduate with both at the same time you will need to apply for both separately.

#### 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](#)

Programs of Study		
Program of Study	Major	Application Status
MBA General Business	Business Administration	<a href="#">Apply</a>

### Step 3: Enter Application Details

You will need to enter some required information in order to complete the graduation application process. Please make sure you enter the name you want on your diploma correctly. Also, if you are attending commencement please enter a phonetic spelling for your name. When all of this information has been entered and reviewed hit submit and you’re finished!

#### Graduation Application

[Back to Programs of Study](#)

Full Name	Kaylee Reynolds	MBA General Business
GraduationTerm *	<input type="text" value="Please Select"/>	Diploma <span style="float: right;">Masters Degree in Bus Admin</span>
Preferred Name on Diploma *	<input type="text"/>	Major <span style="float: right;">Business Administration</span>
Phonetic Spelling	<input type="text"/>	Specialization <span style="float: right;">General Business</span>
Hometown and State/Province	<input type="text"/>	
What is your primary location?	Main Campus	

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#### Commencement Details

<p>Will you attend commencement? * <span style="float: right;">YES <input checked="" type="checkbox"/></span></p> <p>Diploma Mailing Address <span style="float: right;"><input checked="" type="radio"/> Ship to preferred mailing address</span></p> <p style="margin-left: 20px;">Keylee Reynolds 404 E. Hera Street Serenity, NY 13615</p> <p><input type="radio"/> Ship to a new address</p> <p>Will all requirements be complete at the time of graduation? <span style="float: right;">YES <input checked="" type="checkbox"/></span></p> <p>What is your military status? <input type="text" value="Please Select"/></p> <p>Are you completing any courses off campus during your final semester? If so enter the name of the institution here.</p> <p><input type="text" value="Enter institutions here."/></p>	<h4>Cap and Gown</h4> <p><span style="border: 1px solid #00aaff; padding: 2px;">i To order your cap and gown go to: <a href="#">Cap And Gown Orders</a></span></p>
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### Step 4: Check Your Email

You should receive an acknowledgement email from the registrar’s office. If you do not, then your application was not received. Please contact the registrar’s office directly at [registrar@delval.edu](mailto:registrar@delval.edu). The registrar’s office will contact you via your DelVal email address for important announcements or inquires, so check your email. Make sure to visit the Commencement webpage for details about the ceremony. Congratulations!