HOW TO APPLY FOR GRADUATION

1. Log in to the campus portal and access the Student Homepage in Titan Online.
2. Click on the Academic Records tile.

3. Select Apply/Pay for Graduation from the left menu.

4. Select the Academic Program.

5. Use the drop-down menu to select your expected graduation term.
6. Review the graduation instructions and then click Continue.

7. Verify that the information listed is correct then click Submit Application.

8. You have successfully submitted your application for graduation. Click Pay Fee.

**Your graduation check is NOT complete until you pay the graduation check/diploma fee**
9. Follow the steps on the screen to pay your graduation check/diploma fee by credit card or electronic check.

10. If you did not pay your graduation check fee when you applied for graduation, you can return to the Apply/Pay for Graduation page and click on the Pay Fee button.