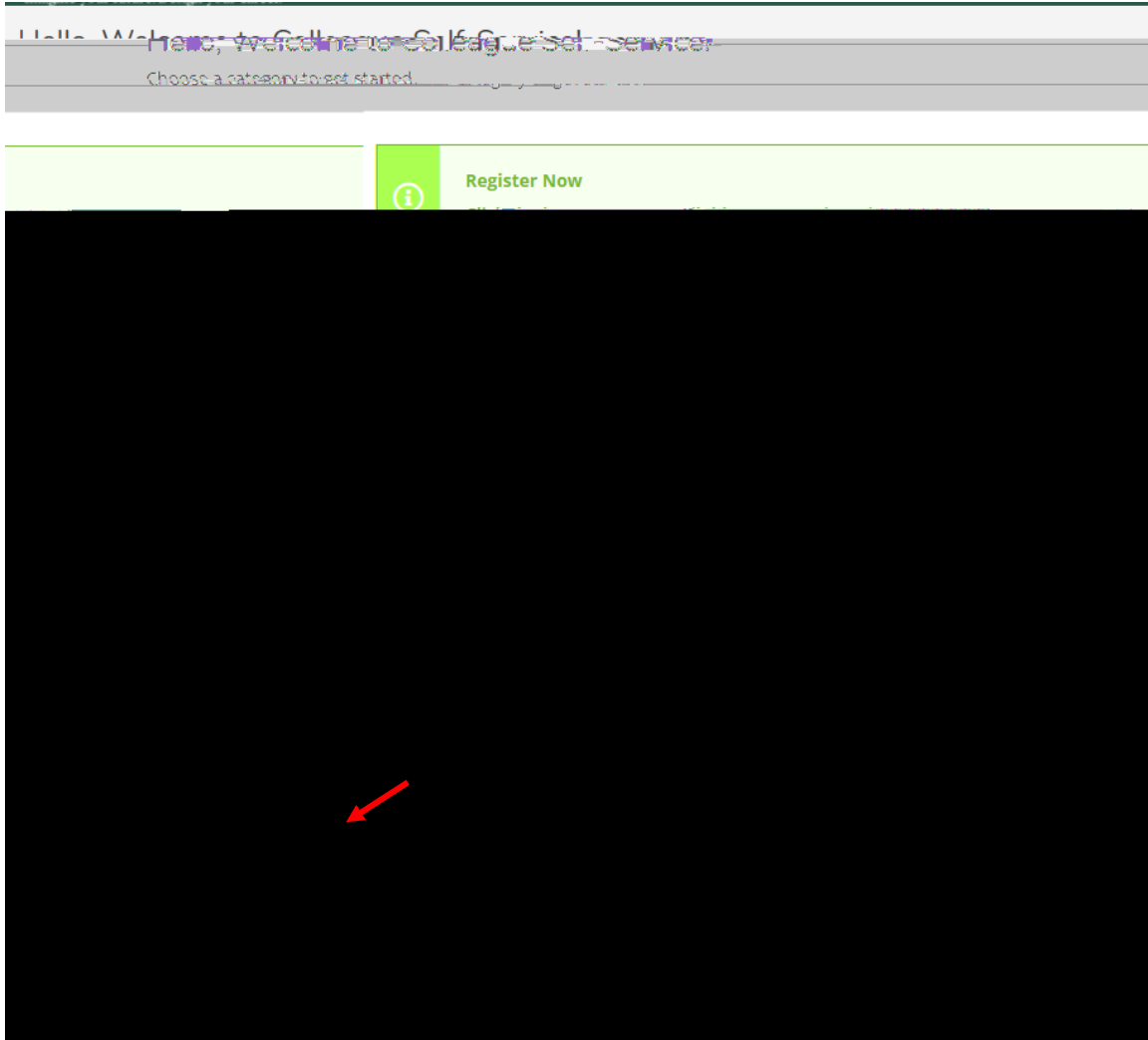
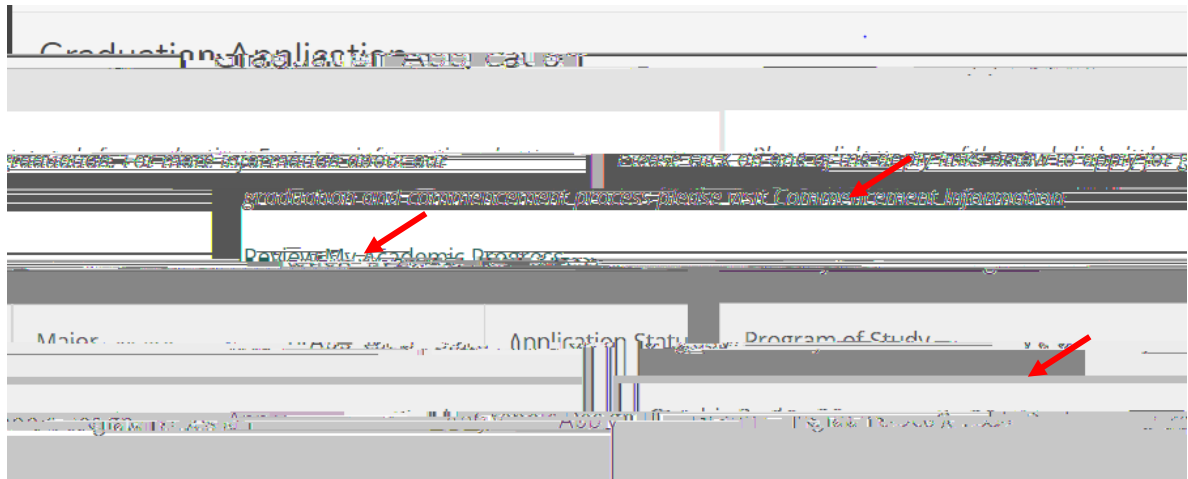


## Screenshots of the Graduation Application in Self-Service

1. Log into Self-Service and click on Graduation Overview



2. One in the application, you can view commencement information, review your academic progress and then click “Apply”.



3. Review and fill in all of the highlighted areas.
  - a. If your degree information is not correct, do not proceed and contact your academic advisor.
  - b. Graduation Term: the term you will finish your degree requirements.
  - c. Preferred Name on Diploma: Enter the way you want your name to appear on the diploma
  - d. Primary Location : Select Owings Mills
  - e. Commencement Details: Indicate whether you plan to attend the May ceremony
  - f. Diploma Mailing Address: Select the current address or enter a new one where you diploma should be mailed.
  - g. Pay the \$25 graduation fee

4. After Proceeding to Payment you will see the following screen. Select “Pay Now”.



Tuition and Fees

**Payment Amount**

\$ 25 .00

New Card

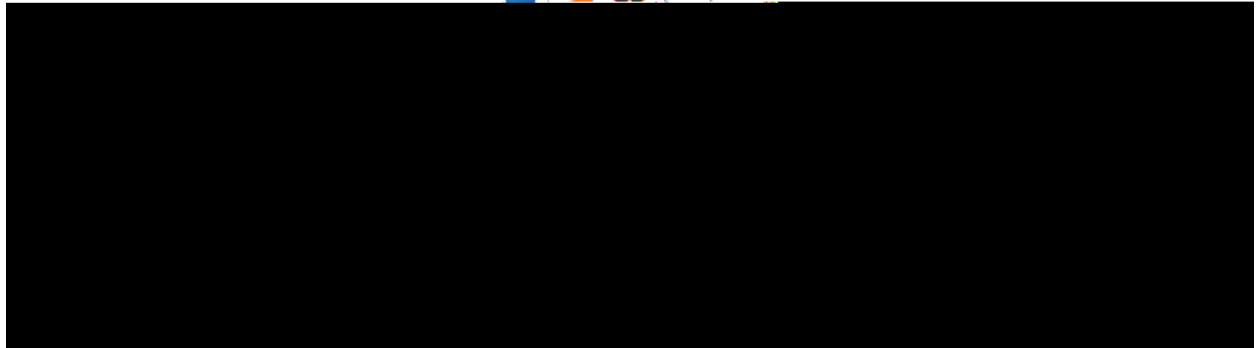
Code

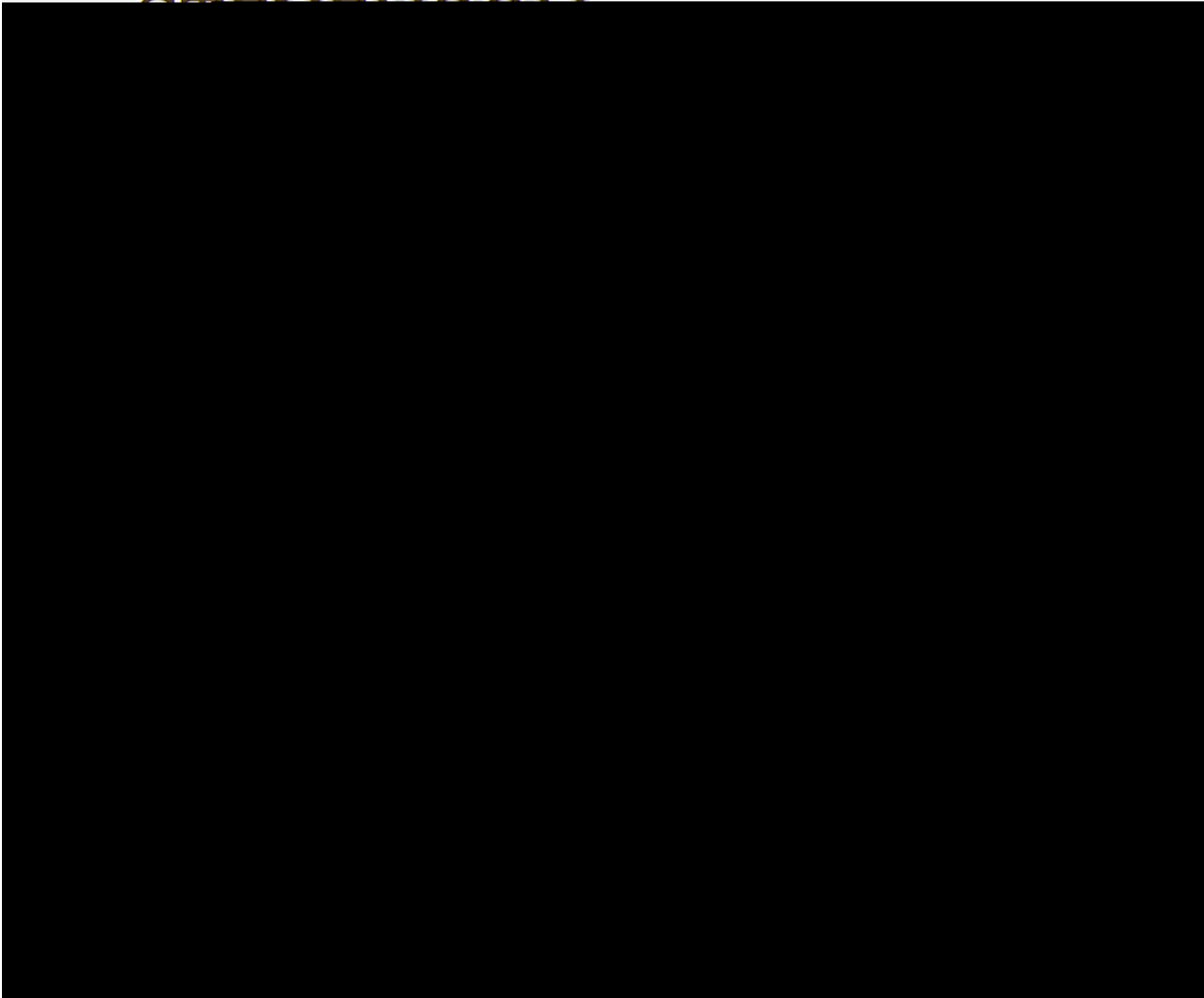
Card Number

Expiration Date

Security

Input fields for Code, Card Number, Expiration Date, and Security Code.





5. Once you have paid, your graduation application has been submitted and you are done with the process. If you go back to Graduation Overview in Self-Service you should see confirmation of the date you applied.

You will also receive a payment receipt from Student Accounts (if you entered your e-mail for the payment)

