

1. Login to Marynet (<https://marynet.marymount.edu>)
2. Select “Apply for Graduation” under the “Academic Planning” section.
3. You can begin to complete your graduation application.
 - a. Click “Apply” next to the degree you will be completing.
 - b. **If you are completing more than one degree program in a given semester, you will have to submit an application for each degree or certificate you are completing.**

The screenshot shows a web browser window with the URL css-rnd.marymount.edu:8094/Student/Student/Graduation. The page header includes the Marymount University logo and navigation links. A blue banner contains an information icon and text: "To submit your Graduation Application please select 'Apply' below. Students completing more than one degree program in a given semester will have to submit an application for each degree or certificate you are completing. If you are unable to submit your application or have any questions, please contact the Office of the Registrar at registrar@marymount.edu or 703-284-1520." Below this is the "Graduation Application" section with a heading and a paragraph: "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](#)". A link for "Review My Academic Progress" is also present. The main content is a table with the following structure:

Program of Study	Major	Application Status
Biology (BS)	Biology	Apply

A red arrow points to the "Apply" link in the Application Status column for the Biology (BS) program. The footer contains the text: "This space available for custom footer. © 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

4. Next, you will complete the Graduation Application.

- a. **Full Name** – Your full name listed on your graduation application is your name on record, which will be printed on your diploma. If you need to make changes to your name (i.e. add your middle name, change your last name, correct any capitalizations, add a suffix, etc.) you will need to [update your information](#) with the Office of the Registrar. You are responsible for verifying that the name listed is correct.
- b. **Graduation Term** -- Select from the drop-down the semester in which you expect to graduate. This is the semester in which you will complete your degree requirements. Please note that this may not necessarily be the same semester in which you participate in Commencement exercises. If the term you expect to graduate in is no longer available, please complete the Late Graduate Application Form and submit it to the Office of the Registrar in Rowley Hall Room 1009, via fax at 703-516-4505, or via email at registrar@marymount.edu.
- c. **Commencement** – Please select “YES” if you plan to attend the May Commencement Ceremony or “NO” if you do not plan to attend the May Commencement Ceremony. **NOTE: If you are submitting an application for a certificate program, you ARE NOT eligible to participate in the University Commencement Ceremony.**
- d. **Diploma** – Fall and Summer graduates will have their diplomas mailed to their address on file. Spring graduates who are attending Commencement will receive their diplomas at that time. If you would prefer to pick-up your diploma from the Office of the Registrar, select “YES.” If you select “NO” please indicate if you would like your address mailed to the address on file for you or if you would prefer to have it mailed to a different address. If you indicated you would like to pick-up your diploma from the Office of the Registrar, you will be notified via email when it is ready for pick-up.
- e. **Number of Guests** – Please indicate how many guests you plan to have at Commencement (maximum of 6).

MU Test Environment for: Courtney

css-rnd.marymount.edu:8094/Student/Student/Graduation/GraduationApplication?programCode=FM.BA.UG&applicationExists=false

MARYMOUNT UNIVERSITY
*** TEST ENVIRONMENT ***

Academics > Graduation Overview

If the term you are applying to graduate in is no longer available below, please complete the Late Graduation Application Form (available on the Office of the Registrar's website) and submit it to the Office of the Registrar in Rowley Hall. NOTE: Certificate students ARE NOT eligible to participate in the University Commencement Ceremony.

< Back to Programs of Study

Graduation Application

Full Name	Marymount Saint	Fashion Merchandising (BA)
GraduationTerm *	<input type="text" value="Fall 2017"/> Please Select Fall 2017 Spring 2018 Summer 2018	Diploma: Bachelor of Arts Major: Fashion Merchandising

Commencement Details

Will you attend commencement? * YES NO

Do you plan to pick up the diploma? YES NO

Number of Guests (Maximum 6)

[Cancel](#)

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5. Once you have completed the required fields, click “Submit” (located on the bottom right hand corner of the page).
6. You will receive a confirmation email that your Graduation Application has been submitted and you will see on the “Graduation Application Overview page” that your application has been submitted.