Enter and Submit Graduation Application

The graduation application can be entered and submitted online through My COMMONWEALTHU.

1. Log into MyCommonwealthu.
2. Click on the Quick Link: Banner Student (Self-Service).
3. In Student Profile click Application to Graduate.
4. **Curriculum Selection**
   a. A Term should appear or choose a Term. 
   b. Click the button to choose your Current Program. 
   c. Click the Continue button.

5. **Graduation Date Selection**
   a. Choose a Graduation Date. 
   b. Click the Continue button.
6. **Graduation Date Selection**
   a. Choose if you are **Attending the Ceremony**. (Fall 2023 will be held at Bloomsburg’s Campus only, Mansfield and Lock Haven students do have the option to walk at the Bloomsburg Campus or wait for Spring and walk at their home campus)
   b. If you choose **Undecided**, you will be notified prior to graduation.
   c. Click the **Continue** button.

7. **Diploma Name Selection**
   a. Review your **Name**, here you can make updates.
   b. Click the **Continue** button.

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The Name on your Diploma

Click the Continue button
8. **Diploma Mailing Address Selection**
   a. You can choose the mailing address we have on file.
   b. Select an **Address**.
   c. Click the **Continue** button.
   
   d. Review your **Address** and make updates if needed.
   e. Click the **Continue** button.
9. **Graduation Application Summary**
   a. Review the Graduation Application before submitting.
   b. If not correct, click the Back button and update.

10. **Acknowledge**
    a. When the Graduation Application is submitted, you will receive an Acknowledgement confirming the application is complete and sent.