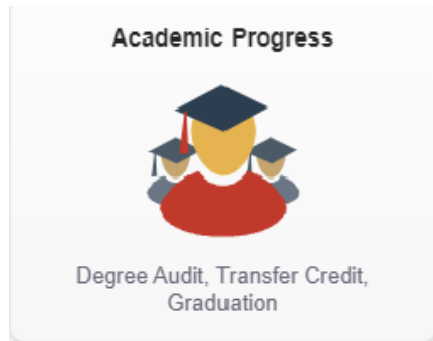
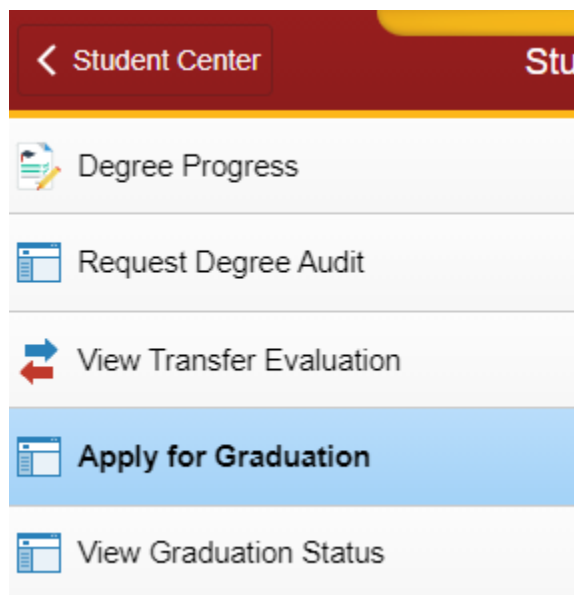


Log into MyView at [myview.umsl.edu](https://myview.umsl.edu)

1. Select the Academic Progress tile



2. Select Apply for Graduation from the left hand menu



3. Verify your major including any emphasis areas and anticipated certificates.

If your major is not correct, *do not proceed*. Contact your advisor to discuss any possible corrections. Once any corrections have been made, remember to revisit this page and apply to graduate.

To proceed, select the “Apply for Graduation” hyperlink

### Student Academic Progress

Submit an Application for Graduation

Congratulations on your impending graduation from the University of Missouri-St. Louis!

**Before completing this process, please meet with your academic advisor.**

Verify the program information listed below is correct including all majors, minors, emphasis areas, and certificates. If a correction is needed, please do not proceed. Contact your academic advisor to complete a program plan change request. If your program is correct below, click on the Apply for Graduation link to proceed.

**Please Note: Some undergraduate certificates will not be listed here. If you do not see your certificate listed in your programs, please proceed with the application. However, contact your advisor to verify the certificate is on their list.**

All students are required to submit an application for graduation for each degree to be awarded. **This application is used to apply to graduate from the University. In order to walk in the commencement ceremony, you must register to participate using the Grad Walk application which can be found on the commencement website.**

**Program: Ugrad College of Business Admn**

**Univ of Missouri - St. Louis | Undergraduate**

Degree: BS Business Administration  
Major: Business Administration BSBA  
Expected Graduation Term:

[Apply for Graduation](#)

4. Select the term in which you expect to graduate. Be sure you have discussed this with your advisor and are on target to graduate at the end of the designated semester.

Select the Continue hyperlink.

### Student Academic Progress

Select Graduation Term

You have selected the degree and major below as your expected graduation program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which we are accepting applications for graduation will be displayed.

**IF YOU ARE WALKING IN THE MAY CEREMONY, BUT NOT ACTUALLY GRADUATING UNTIL AUGUST PLEASE BE SURE TO CHOOSE THE SUMMER TERM BELOW. THE APPLICATION TO PARTICIPATE IN THE MAY GRADUATION CEREMONY IS A SEPARATE APPLICATION AND CAN BE FOUND AT [umsl.edu/gradwalk](http://umsl.edu/gradwalk)**

**Program: Ugrad College of Business Admn**

**Univ of Missouri - St. Louis | Undergraduate**

Degree: BS Business Administration

Major: Business Administration BSBA

Expected Graduation Term

select term ...



[Select Different Program](#)

[Continue](#)

5. Select the “Change Name for Your Diploma” link.

Enter the name you would like displayed on your diploma.

Note: this must be either the primary name on file (with minor corrections) or the preferred name on file. If a different name is added, we will default to your primary name on record. This is the name that will print on your diploma and in the commencement book.

If you wish to have your name excluded from the commencement program, select the box accordingly.

6. Select the “Edit Address to Send Diploma” link.

Enter the address where your diploma should be mailed Remember diplomas are mailed 6-8 weeks after the semester is over. Please enter an address that will be valid at that time. Failure to do so could result in your diploma being returned to our office and delay the mailing indefinitely.

7. Select the Submit Application button.

Please enter the information below to complete your Application for Graduation. You must enter a diploma name and a diploma address.

Your diploma name can be either your primary name or preferred name on record with the University Registrar. You can make minor corrections here such as removing a middle name and using only a middle initial. However, other changes may require an official name change. Visit the Office of the Registrar to complete a name change. Once your name has been changed, be sure to update your degree name in Self-Service by navigating to Self-Service--Personal Information--Names. Select the edit option next to Degree Name.

Please note, the Degree Name entered will appear on your diploma and in the commencement program.

Your diploma will be mailed 6-8 weeks following the commencement ceremony to the address indicated below. Please enter a valid address based on your diploma being mailed in the time frame above. All financial obligations to the university must be paid before your diploma will be released.

If you wish to exclude your name from the graduation commencement program, please check the box below. PLEASE NOTE: If you have invoked the FERPA privacy hold and you wish to NOT have your name included in the commencement book, you are still required to check the box below. Otherwise, your name will appear in the commencement program.

Name As It Will Display On Diploma
<a href="#">Change Name for Your Diploma</a> Lou Triton <input type="checkbox"/> Do NOT list my name in commencement program

Address Diploma Will Be Mailed To
<a href="#">Edit Address to Send Diploma</a> 269 MSC 1 University Blvd Saint Louis, MO 63121-4400 Saint Louis

[Select Different Program](#)

[Submit Application](#)

If you have successfully applied, you will receive the confirmation message below.

If you are a graduate level student you are required to complete the M4 application process. Register to walk in the commencement ceremony by selecting the appropriate link.

To make changes to your degree name or degree address, please visit the Student Center Page.

If you need to make changes to your graduation term or program, please contact your advising office.

### Student Academic Progress

Submit Confirmation

## You have successfully applied for graduation!



If you are a graduate level student, you must also complete the M4 graduation application. To complete that application, visit:

<http://www.umsi.edu/M4G10/>

If you need to make changes to your name, go to Self-Service>Student Center> Personal Information>Names. Select the edit option next to the Degree Name Type to update the name for your diploma and commencement book. If you are having difficulty, please contact Debra Meyers in the Registrar's Office at 314-516-5548 or email Debra [here](#).

For important information about commencement and to register to walk in your specific ceremony, visit:

<http://www.umsi.edu/commencement/>

Once you have applied for graduation, any changes such as degree program, or expected graduation term will need to be submitted to your advising office who will then notify the University Registrar.