

## **In order to apply for graduation, please follow these steps:**

1. Login to your Student Center
2. In the first section (My Academics), select Apply for Graduation from the drop-down menu.
3. Follow the steps to confirm your major and degree. You will receive a confirmation (at the end of the process) that your application was successful.

**Another important part of the process is for you to indicate how you want your name to appear on your diploma.** For instance, would you like your middle initial (or name) to be included? Do you have a suffix? In order to indicate your degree name, please follow these steps:

1. Login to your Student Center
2. In the bottom section (Personal Information), select "Names" from the menu on the left.
3. Click on the button to Add a New Name
4. Select Degree from the drop-down menu, enter the desired information and save. Please note that salutations will not be printed on your diploma.

If you have any questions, or encounter any difficulties submitting this information, please do not hesitate to contact Enrollment Services at 410-225-2315 or [enrollmentservices@mica.edu](mailto:enrollmentservices@mica.edu).