

Student Guide to Submitting an Online Graduation Application

Students approaching the completion of their degree or certificate are required to submit a Graduation Application. Students are encouraged to submit their application one term ahead of the term in which they intend to graduate. This alerts the registrar team and your program/Student Services office to review your record for completion. (By submitting early your financial Aid can cover any applicable fee as well).

In **AUView**, under “Academic Profile,” select **Graduation Application**



Admission Information	Academic Profile
Financial Information	My Class Schedule
View Account and Make Payments	My Profile
View My 1098-T Forms	Academic Credit History
1098 Electronic Consent	Graduation Application
Non-Payroll Bank Information	My Evaluations
Financial Aid	User Account
View My 1098-T Forms	What's my User ID?
View Financial Aid Status and Checklist	What's my password
Registration	Change Password
My Holds	Update My Contact Information
Search for Sections	Emergency Information
Register for Sections	PhD Ldrship & Chng Menu
Register and Drop Sections	Dissertation Committee Membership Form
Manage My Waitlist	Request for Change of Faculty Advisor Form
	Residency Evaluation Form

Select the **program** you are applying to graduate from by clicking “*Apply*”:

Academics ▾ Graduation Overview

Graduation Application

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](#)

Programs of Study		
Program of Study	Major	Application Status
Business Administration	Business Administration	Apply

If you don't see the correct program listed, *do not submit your application*; instead, contact your registrar@antioch.edu, we will work with you and your campus to update your record.

Choose the **term** you are applying to graduate from. Be sure to select a quarter-based term or semester-based term in conjunction with your program:

[< Back to Programs of Study](#)

Graduation Application

Full Name	Joe R. Student	Marriage & Family Therapy	
Graduation Term *	<input type="text" value="Please Select"/>	Diploma	Master of Arts
Preferred Name on Diploma *	<input type="text" value="Joe R. Student"/>	Major	Marriage & Family Therapy

The term will most often be your last term of registration. If you have incomplete work (INC or INP grades), the term in which you complete your work is your term of graduation. All student work must be submitted to faculty by the end of the term in order to qualify for conferral.

The screenshot shows a web browser window with the URL <https://colts-dev.ec.antioch.edu:8174/Student/Student/Graduation/GraduationApplication?program>. The page header includes the Antioch University logo and the user's name, Chris Jones. The navigation menu shows 'Academics' and 'Graduation Overview'. The main content area is titled 'Graduation Application' and includes a 'Back to Programs of Study' link. The form fields are as follows:

Full Name	[REDACTED]	Business Administration
GraduationTerm *	<ul style="list-style-type: none">Please SelectPlease Select2017 Fall Quarter2017 Fall Semester2017 FA/WI Sem - USMA2017 Summer Semester PhDLc2017 SU/FA Sem - MFA2018 Fall Semester PhDLc2018 Spring Semester2018 Winter Quarter	Diploma: Master of Business Admin
Name as printed on Diploma *		Major: Business Administration
Diploma Order		
Would you like your diploma mailed to your home address? *		

At the bottom right of the form are 'Cancel' and 'Submit' buttons. The footer contains the copyright notice: © 2000-2017 Elucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Students may apply in their final term of registration or one term before (recommended), but no earlier. Future terms will become available as they are opened for application.

Tell us how you would like your **name** to appear on your diploma:

The default (first name, middle initial, last name) will appear unless you specify otherwise:

[< Back to Programs of Study](#)

Graduation Application		
Full Name	Joe R. Student	Marriage & Family Therapy
GraduationTerm *	<input type="text" value="Please Select"/>	Diploma Master of Arts
Preferred Name on Diploma *	<input type="text" value="Joe R. Student"/>	Major Marriage & Family Therapy

Please note this is only for your diploma and does not change your official Antioch record. If you have changed your name, please submit a request with updated identification to registrar@antioch.edu.

Tell us where to **send** your diploma:

The diploma will ship to the address on your record, which is displayed for you:

Diploma Mailing Address

Ship to preferred mailing address
23 Chillmark Ct
Bear, DE 19701

Ship to a new address
 Outside US/Canada

Address Line 1*

Address Line 2

City*

State/Province*

ZIP/Postal Code*

You have the option of having it sent to another address. Select 'ship to a new address' and enter the address where you would like your diploma sent (street address required):

**Diploma
Mailing
Address**

Ship to a new address

Outside US/Canada

Address Line 1 *

40 Avon St

Address Line 2

Address Line 2

City *

Keene

State/Province *

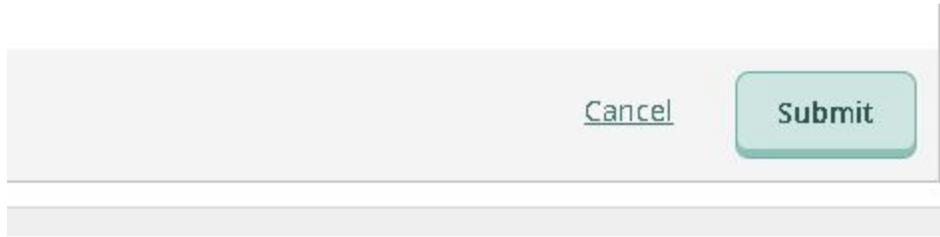
New Hampshire

ZIP/Postal Code *

03431

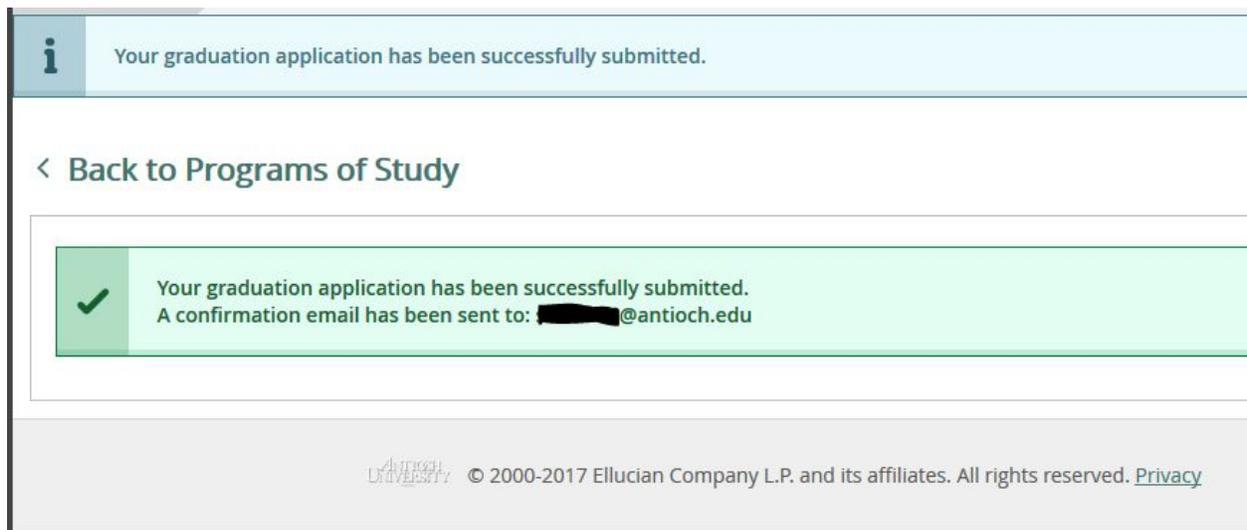
This does not change your address anywhere else in our system. If you would like to change your address of record use the 'Update My Contact Information' menu option in AUVView.

Once your diploma information is entered review your application before clicking “Submit”



A screenshot of a form submission area. It features a light gray background with a white border. On the right side, there are two buttons: a text link labeled "Cancel" and a green button labeled "Submit".

Once you have submitted your application you will receive a confirmation message:



A screenshot of a web interface showing a confirmation message. The message is displayed in a light blue banner at the top, with an information icon (i) on the left. Below the banner, there is a navigation link "< Back to Programs of Study". The main content area features a green banner with a checkmark icon on the left, containing the text: "Your graduation application has been successfully submitted. A confirmation email has been sent to: [REDACTED]@antioch.edu". At the bottom of the page, there is a footer with the Antioch University logo and the text: "© 2000-2017 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

You will also receive a confirming email in your Antioch gmail account:

Congratulations on nearing the completion of your degree program!

This message confirms receipt of your graduation application...

Important Notes

- All students are required to submit a Grad App for each completed program, regardless of whether or not it results in a degree.
- Current billing practices are in place for individual campuses

- Submission of your graduation application does not indicate approval to graduate, rather it initiates a review of your record by campus and registrar staff. Student records are reviewed manually for completion of all requirements including posting of evaluations and meeting the minimum credit requirements. Take this time to check out your Academic Profile in AUView where you can review your Credit History and Degree Audit for any items that may need follow-up.
- At present, current campus policy is being followed regarding the charging of a graduation application fee. If your campus currently charges a graduation fee you will be charged within a few days of submitting your application.
- Graduation Applications are good for up to one year. If you do not complete your program within two terms of submitted you will need to submit a new application for your expected final term of registration.
 - If duplicate billing is a concern please contact us and we will work with Student Accounts to make sure no student is charged for a duplicate application.

If you have questions about submitting your Graduation Application please contact the Registrar Team at registrar@antioch.edu