How To:

Apply for Graduation
Applying for Graduation

- As a graduate student, you are responsible for verifying that you have met all degree requirements by the deadlines in the Graduate Bulletin.
- If you do not meet the various deadlines, you may not be able to graduate.
- When you have met all degree requirements, or know that you will meet them by the deadlines, submit a Graduation Application in your CheckMarq account.
- Until all graduation requirements have been met, you must maintain the appropriate registration status (less than half-time or full-time).

Important:
- If you miss the application deadline, your graduation may be delayed and you must re-apply for the next graduation.
- If you omit any requested information, your form will not be processed by the university.
Applying for Graduation via CheckMarq

**Step 1:** Go to CheckMarq & click on your ‘My Academics’ tab

- **Academic Requirements:** View my advisement report
- **What-If Report:** Create a what-if scenario
- **Advisors:** View my advisors
- **Transfer Credit:** View my transfer credit report
- **Course History:** View my course history
- **Transcript:** View my unofficial transcript, Request Official Transcript
- **Enrollment Verification:** Request Enrollment Verification, Request Good Student Verification
- **Graduation:** Apply for graduation, View my graduation status

Click on the Apply for Graduation link
If you are not eligible to graduate link will not appear
Applying for Graduation via CheckMarq

Step 2:

Apply for Graduation
Submit an Application for Graduation

This application is only intended to apply for graduation. Applying for graduation in no way guarantees graduation.

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you are not eligible for graduation at this time. Please contact your college/school for further information.

Program: Undergraduate Business Admin
Marquette University | Undergraduate
Degree: Bachelor of Science
Primary Major: Accounting
Second Major: International Business
Minor: Spanish for the Professions
Honors Program: No

Click on second Apply for Graduation link
Applying for Graduation via CheckMarq

Step 3:

Apply for Graduation

Select Graduation Term

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

Program: Undergraduate Business Admin

Marquette University | Undergraduate

Degree: Bachelor of Science
Primary Major: Accounting
Second Major: International Business
Minor: Spanish for the Professions
Honors Program: No
Expected Graduation Term

Graduation Instructions

If all areas of study are not listed correctly, contact your college/school office immediately. Do not complete the application for graduation until your record accurately reflects all your areas of study.

Select Graduation term

Click
Applying for Graduation via CheckMarq

**Step 4:**

Enter your First, Middle and Last names exactly as you wish for them to appear on your diploma, along with how your name should sound (i.e. phonetic pronunciation) when it is read as you walk across the stage at graduation.

For example, Jason Siegel would be spelled out like this: Jay-sun Sie-gull.

The name listed below is your primary name in CheckMarq.

Please edit both the diploma and phonetic name as needed, by typing over the primary name. If you want your title (e.g. Reverend) printed on your diploma, enter it in front of your first name.

If your diploma name contains a symbol/character (e.g. Nuñez), use the Character Map contained in Windows to add it to your diploma name. The Character Map is located in Start Menu-> All Programs-> Accessories-> System Tools-> Character Map. Using Arial font, select the letter containing the appropriate symbol/character and copy and paste it into the diploma name field.

Once you have done this, save your changes.
Applying for Graduation via CheckMarq

Step 5:

Invitation to Commencement

An invitation to Commencement will be sent to the following person(s) in accordance with the information you provide. Please note that Marquette University will only send one graduation invitation per student, except in cases where a student’s parents reside at different addresses.

When inviting 2 parents, enter the same address in both address fields if parents reside at the same address.

It is imperative your campus and home addresses and telephone numbers in CheckMarq are correct and up to date as the University will use them to send you important graduation information. If this information is not current, please update it in your student center upon completion of your graduation application.

Invitation to Commencement

Type of Name: Graduation Invitee 1

*Format Using: English

Prefix: Mr.

First Name: John

Last Name: Public

Suffix: 

Country: United States

Address 1: 2500 Main St.

Address 2: 

Address 3: 

City: Milwaukee

State: WI

Postal: 53233

Change Country
Applying for Graduation via CheckMarq

Step 6:

Apply for Graduation
Verify Graduation Data

Program: Undergraduate Business Admin
Marquette University | Undergraduate

Degree: Bachelor of Science
Primary Major: Accounting
Second Major: International Business
Minor: Spanish for the Professions
Honors Program: No
Expected Graduation Term: 2012 Spring Term

Graduation Instructions
If all areas of study are not listed correctly, contact your college/school office immediately. Do not complete the application for graduation until your record accurately reflects all areas of study.

If all the information is correct click on Submit Application.
Applying for Graduation via CheckMarq

Step 7:

Apply for Graduation
Submit Confirmation

You have successfully applied for graduation in the 2012 Spring Term. This application is only intended to apply for graduation. Applying for graduation in no way guarantees graduation. If your graduation plans change, please contact your college/school office.

To view your diploma name click the 'View Graduation Status' link below.

For information about Commencement, click the 'Commencement' link below.

View Graduation Status  Commencement

To verify your status click
Applying for Graduation via CheckMarq

Step 8:

Graduation Status

Program: Undergraduate Business Admin
Marquette University | Undergraduate
Degree: Bachelor of Science
Primary Major: Accounting
Second Major: International Business
Minor: Spanish for the Professions
Honors Program: No
Status: Successfully Applied for
Graduation
Expected Graduation Term: 2012
Spring Term

Student Information
If you need to make changes to your diploma name please fill out the Graduation Application Update form located on the Marquette Central website.

Diploma Name
John Q. Public