Online Graduation Application

Students who meet the following criteria will be able to file their intent to graduate application through Degree Works and Self-Service:

- Technical or Advanced Certificate Students 0 overall earned hours
- Associates Degree Students 10 overall earned hours
- Bachelor's Degree Students 70 overall earned hours
- Graduate Certificate Students 0 overall earned hours
- Master's Degree Students 15 overall earned hours
- Doctoral Degree Students 15 overall earned hours

How to complete the online Graduation Application:

Whenever you have met the above criteria for your respective degree a checkbox will appear in your Degree Works audit with a link to the application for graduation.

Never used Degree Works? Visit <u>https://www.atu.edu/registrar/degreeworks.php</u> for information about what it is and how to get started with your audit.

You need to submit an application for graduat Still needed: Apply to Graduate Click here for the application for graduation.

Click the "Click here for the application for graduation" link.

You will be directed to the Curriculum Term Selection menu. You will then **select the term** for which you will be filing your graduation application.

Note: This is the <u>current term</u>, not the term you wish to graduate.



Students who have not yet completed their application to graduate form and meet the eligibility requirements to complete the form will see their curricula listed. If a student believes their curricula is incorrect or missing information (ex. minor(s)) they will need to contact registrar@atu.edu before completing the graduation application to get the information corrected first. **If your curricula are correct, select the program you need to apply to graduate and click continue.**

If you are graduating with two or more majors then all of your curricula programs will be listed in Self Service. You will only be able to select one program at a time. What this means is after you submit the application for one of the programs, you will need to go back to your degree works audits and click the link for the other program to complete the next application in the system.

Curriculum Selection			
Term * Fall Term 2025			
Current Program Bachelor of Arts Level Undergraduate Major and Department Psychology, Behavioral Sciences	Program BA Psychology	College Arts and Humanities	Campus Main
Continue			

After selecting your program, you will see the graduation date selection screen. **Here you will submit the date you are applying to graduate.**

Student Graduation Application		
Graduation Date Selection		
Current Program Bachelor of Arts		
Graduation Ceremony Attendance		
Graduation Date *		
Term: Spring Term 2026	~	

It will then ask you if you plan to attend the ceremony. **Here you will select if you plan to walk in the ceremony or not.** Participation in commencement is required of all degree candidates, except in cases involving hardship. If you select "no" you will need to officially petition in writing to the Office of Academic Affairs that your degree be awarded in absentia. You can send your petition to academicaffairs@atu.edu.

Student Graduation Application				
Graduation Date Selection				
Current Program				
Bachelor of Arts				
Graduation Ceremony Attendance				
Graduation Date *				
Term: Spring Term 2026				
Will you attend the ceremony? Ves No Undecided				
Back Continue				

The next screen will be the diploma name screen. **This is where you will select the name that you want to appear on your diploma.** This can be modified after clicking continue if the default name is incorrect. The name you submit will be the name that is printed on your diploma.

Student Graduation Application	
Current Program	
Bachelor of Arts	
() Enter the name to be printed on your diploma. Use "One of your Names" to select or	hange the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."
Name Alexis Roen Scrimshire	
Select a Name for your Diploma *	
Current Name (Alexis R. Scrimshire)	
First Name	
Alexis	
Middle Name	
Roen	
Last Name *	
Scrimshire	
Suffix	
Back Continue	

Next you will select your address you wish for your diploma to be mailed. Please make sure that you select or enter a mailing address that you will be able to receive mail at after you graduate.

Student

Graduation Application

Mailing Address For Diploma	
Please select State (Province) and Zip (Postal Code) or select Nation to proceed.	
One of your Addresses *	
On Campus Registrars Office	
Street Line 1 *	
Registrars Office	
Street Line 2	Street Line 3
Brown Hall Suite 307	105 W O St
City *	
Russellville	
State or Province	Zip or Postal Code
Arkansas 🗸	72801
Nation	
United States of America	
Back Continue	

You will now see a summary of your graduation application form. Please verify that everything you have submitted is correct. If it is correct, click submit.

Student Graduation Application			
Graduation Application Summary			
Graduation Date Term Spring Term 2026			
Ceremony Altend Ceremony Undecided			
Diploma Name First Name Alexis	Middle Name Roen	Last Name Scrimshire	
Diploma Mailing Address Street Registrars Office Brown Hall Suite 307 105 W O St Nation United States of America	City Russeltville	State or Province Arkansas	Zip or Postal Code 72801
Curriculum Current Program Bachelor of Arts Level Undergraduale Major and Department Psychology, Behavioral Sciences	Program BA Psychology	College Arts and Humanities	Campus Main
Back Submit Request			

After submitting your request, you will get a link to continue your application. Click the link.



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Graduation Application Supplemental Form

Select the term which you have applied to graduate.

Fall Term 2021

submit

Select the Degree that you just submitted your graduation application form:

Graduation Application Supplemental Form



Complete the four remaining questions and then click submit:

Graduation Application Supplemental Form



You will get a success message once your application has been completed:

Graduation Application Supplemental Form

Congratulations! Your application for graduation is complete. The awarding of your degree is contingent upon successful completion of all academic requirements. Contact your academic advisor regarding completion of your academic requirements.

If you have any additional questions, please email your respective Graduation Office:

Ozark Campus Students (All Ozark degree programs) can email ozark.registrar@atu.edu,

Russellville Campus Undergraduate (Associate, Bachelor's Degree) students can email registrar@atu.edu, and

Russellville Campus Graduate (Master's Degree) students can email mastersgraduation@atu.edu.

(You may close this form now.)