

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 <https://www.atu.edu/registrar/degreeworks.php> for information about what it is and how to get started with your audit.

Apply to Graduate

Still needed:

You need to submit an application for graduation.
[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 current term, not the term you wish to graduate.

Curriculum Term Selection

← | [Home](#) > [Student](#) > [Student Records](#) > [Application for Graduation](#)

Select a term to determine curriculum for graduation application.

Select a Term:

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.

Select Curriculum

Current Program
Bachelor of Arts
Level: Undergraduate
Program: BA History
College: Arts and Humanities
Campus: Main
Major and Department: History, History and Political Sci

Current Program
Associate of Applied Science
Level: Undergraduate
Program: AAS Business Technology
College: Ozark Campus
Campus: Ozark
Major and Department: Business Technology (AAS), Business Technology

Continue

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

Select a date for your expected graduation.

* indicates required field

Curriculum

Current Program
Bachelor of Arts
Level: Undergraduate
Program: BA History
College: Arts and Humanities
Campus: Main
Major and Department: History, History and Political Sci

Select Graduation Date

Graduation Date: *

Continue

[View Transcript](#) ■ [View Graduation Applications](#)

The next screen will be the graduation attendance page. **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.

Graduation Ceremony Selection

Home > Graduation Ceremony Selection

Please indicate if you plan to attend the graduation ceremony.

Select Ceremony Attendance

Attend Ceremony: Yes No Undecided

[Continue](#)

[View Transcript](#) ■ [View Graduation Applications](#)

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.

Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

* indicates required field

Name

Name: Alexis Roen Scrimshire

Current Diploma Name:

Select a Name for your Diploma

One of your Names: * Current Name (Alexis R. Scrimshire) v

[Continue](#)

Diploma Name Selection

Home > Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:

Middle Name:

Last Name: *

Suffix:

[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.

Diploma Mailing Address Selection

Home > Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma. Use "One of your Addresses" to select or change the mailing address for your diploma.

* indicates required field

Current Diploma Mailing Address

Select an Address for your Diploma

One of your Addresses: *

On Campus (Registrars Office) ▼

Continue

Diploma Mailing Address Selection

Home > Diploma Mailing Address Selection

Please enter or edit a new mailing address for your diploma.

* indicates required field

Mailing Address For Diploma

Street Line 1: *

Registrars Office

Street Line 2:

Brown Hall Suite 307

Street Line 3:

105 W O St

City: *

Russellville

State or Province:

Arkansas ▼

ZIP or Postal Code:

72801

Nation:

United States of America ▼

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.

This is the information that will be submitted for your application to graduate.

Graduation Date

Date: Dec 11, 2021
Term: Fall Term 2021

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: Alexis
Middle Name: Roen
Last Name: Scrimshire

Diploma Mailing Address

Street Line 1: Registrars Office
Street Line 2: Brown Hall Suite 307
Street Line 3: 105 W O St
City: Russellville
State or Province: Arkansas
ZIP or Postal Code: 72801
Nation: United States of America

Curriculum

Current Program: Bachelor of Arts
Level: Undergraduate
Program: BA History
College: Arts and Humanities
Campus: Main
Major and Department: History, History and Political Sci


Submit Request

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

Graduation Application Signature Page

 | [Home](#) > [Graduation Application Signature Page](#)



[Click this link to continue your graduation application](#)



You will be asked to confirm the term which you have applied to graduate

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

Select Degree.

submit

Complete the four remaining questions and then click submit:

Graduation Application Supplemental Form

Name Pronunciation

 AH-lek-sis | 


Did either of your parents complete a bachelor's degree?

 Yes
 No

Do you want to walk with History ?

 Yes
 No

Cell Phone

 (479) 968-0272 

submit

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 gradcollege@atu.edu.

(You may close this form now.)