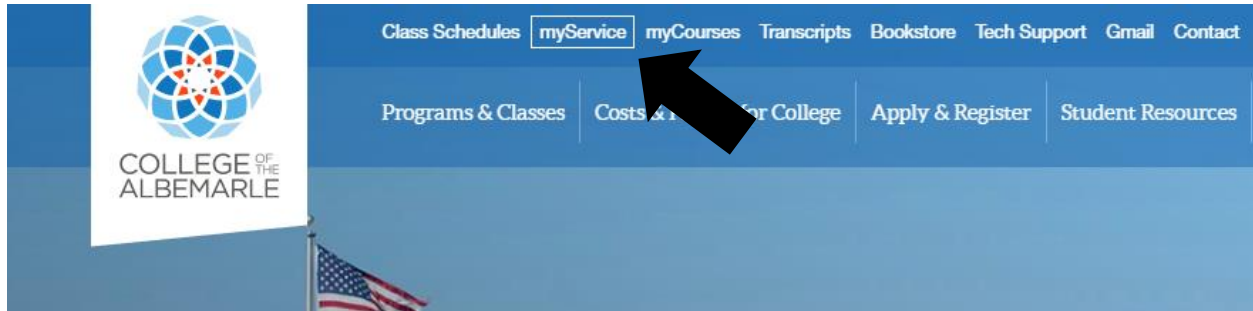


Online Graduation Application

Once you have registered for your final required classes you may be eligible to apply for graduation.

Step 1: Visit www.albemarle.edu

Step 2: Click myService at the top of the Homepage











Step 3: Login using your Student username and password.

A screenshot of the 'Sign In' login form. The form is white and centered on a dark blue background with a blurred image of a building. The form contains the following elements:

- The title 'Sign In' in a large, light gray font.
- A label 'User name' above a white text input field.
- A label 'Password' above a white text input field.
- A blue rounded rectangular button with the text 'Sign In' in white.
- Below the form, the text 'New Student? [Activate Your Account Here](#)' in a light blue font.
- At the bottom, the text 'Faculty Sign In: [myWebAdvisor](#)' in a light blue font.

Step 4: Click Graduation Overview.

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Student Planning Here you can search for courses, plan your terms, and sche
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.
 Graduation Overview Here you can view and submit a graduation application.	 Academic Attendance Here you can view your attendances by term.

Step 5: Your Program of Study, Major and Application Status Should Appear. Under Application Status click Apply.

Program of Study	Major	Application Status
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Step 6: Click the dropdown menu and select the term you wish to apply for.

Graduation Term *

CU - Fall 2021

Step 7: Please verify the spelling of your name and update your mailing Address if necessary. Complete all fields below.

Preferred Name on Diploma *

What is your primary location?

Commencement Details

Will you attend commencement?

Diploma Mailing Address

Ship to preferred mailing address

Ship to a new address

Number of Guests (Maximum 100)

What is your military status?

Do you or your guests need any special accommodations?

Step 8: When you are finished click Save at the bottom of the page.

Once you have submitted your application you will receive a confirmation email. The Registrars Office will review your application and send you a follow up email determining the status of your Application.