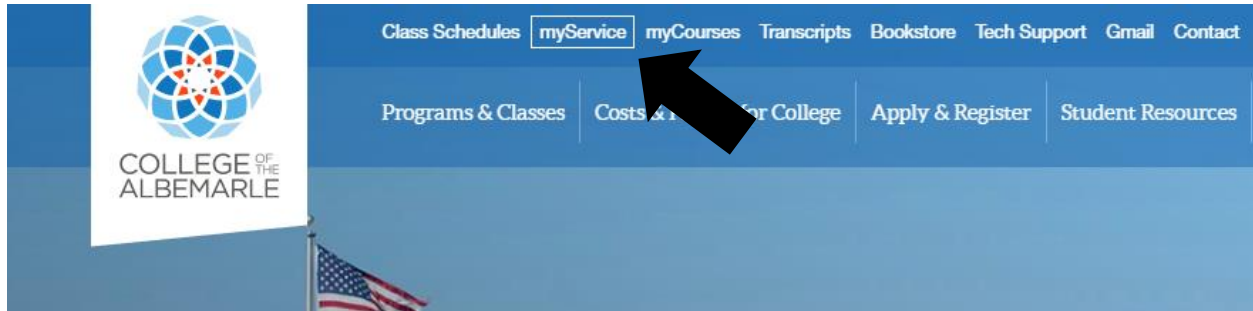# Online Graduation Application

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.

Step 4: Click Graduation Overview.

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

Step 6: Click the dropdown menu and select the term you wish to apply for.

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?

COA - Elizabeth City

Commencement Details

Will you attend commencement?

Diploma Mailing Address

Ship to preferred mailing address

Ship to a new address

Number of Guests (Maximum 100)

1

What is your military status?

Not Applicable

Do you or your guests need any special accommodations?

Special Accommodations

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

Cancel   Save

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.