How to Apply to Graduate
Graduate/Doctoral Students Only
A Step by Step Guide

A hold WILL prevent you from applying to graduate. Please contact the Bursar's Office (bursar@cui.edu or 949-214-3073) to discuss your hold. ALL students MUST apply to graduate, even if you are not participating in the commencement ceremony.

1. **Wait 24 hours** after enrolling in your capstone course before applying for graduation though MyRecords.

2. **Go to** https://www.cui.edu/mycui**, log on to MyRecords; select Student, then Student Profile.**

3. **From the menu on the left, select Graduate Student Grad App (submit)**

4. **Term Selection –** Select the term that you took/are taking your capstone course. In some cases, this will not be the term you plan to complete your degree.

5. **Curriculum Selection**

Student • Graduation Application

Curriculum Selection

Term

Fall 2023 Semester

○ Current Program
Master of Arts in Education

Level	Program	College	Major and Department
Graduate	MAED: Regional Cohort	School of Education	Educational Administration, Ed Administration

[Continue]

Select "Current Program" by clicking on the circle.

6. Graduation Date Selection

Student • Graduation Application

Graduation Date Selection

Current Program
Master of Arts in Education

Graduation Ceremony Attendance

Graduation Date *

Select

Date: 12/16/2023 Term: Fall 2023 Semester Year: 2022-2023

[Back] [Continue]

> **Do not** select 'None'.
>
> **Select the ceremony date you see here. Summer and Fall graduates are eligible to participate in the Fall Commencement Ceremony only. Winter and Spring graduates are eligible to participate in the Spring Commencement Ceremony only.**

7. Graduation Ceremony Attendance

Student • Graduation Application

Graduation Date Selection

Current Program
Master of Arts in Education

Graduation Ceremony Attendance

Graduation Date *

Date: 12/16/2023 Term: Fall 2023 Semester Year: 2022-2023

Will you attend the ceremony?
- Yes
- No
- Undecided

[Back] [Continue]

> **Yes** means you will attend the commencement ceremony on the date you selected above.
>
> **No** means you will not attend the ceremony. CUI will stop sending you emails regarding the ceremony.
>
> **Undecided** means you are unsure if you will attend the ceremony. CUI will continue to send you emails regarding the ceremony until you notify the Registrar's office that you do not plan to attend.

8. Diploma Name Selection

Student • Graduation Application

Diploma Name Selection

Current Program
Master of Arts in Education

ⓘ 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."

Name
Gilbert Graduate

Select a Name for your Diploma *

Select

New

Current Name (Gilbert Graduate)

> **Select a name from the drop down box or select "New" to change your name on your diploma.**

9. Diploma Mailing Address Selection

Diploma Mailing Address Selection

Current Program
Master of Arts in Education

Mailing Address For Diploma

ⓘ   Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses *

Select
New
Current Home Address 1530 Concordia

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Diplomas will be mailed 12 to 14 weeks after graduation.

10. Graduation Application Summary

Student ▾ Graduation Application

Graduation Application Summary

Graduation Date

Date	Term	Year
12/16/2023	Fall 2023 Semester	2022-2023

Ceremony
Attend Ceremony
Undecided

Diploma Name

First Name	Last Name
Gilbert	Graduate

Diploma Mailing Address

Street	City	State or Province
1530 Concordia	Irvine	California

Curriculum
Current Program
Master of Arts in Education

Review all information. If changes are needed, use the back button on your browser to go to the correct step and make the required changes. Click 'Submit Request' when finished with edits.

Screenshot the confirmation page for your records. You can expect an additional confirmation email within 24 hours of submitting your application.

You can also check your graduation application status in Degree Works (accessed via your Student Profile in MyRecords):

Graduation Application Status   [COMPLETE]

Catalog year: 2022-2023   GPA: 0.00

✓ Your Application for Graduation Has Been Received

Your Application for Graduation has been received. At this point make certain you successfully complete all coursework currently in progress. If you have questions pertaining to remaining graduation requirements, contact your academic advisor as soon as possible. Degrees are awarded 4-6 weeks after the completion of your final course. We look forward to celebrating your upcoming graduation with you and your family and friends.