# ORU

## Registrar's Office

### APPLYING TO GRADUATE

1. Log in to VISION
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Apply to Graduate
5. On the Curriculum Selection page hit the "Term Selection" link (bottom left) and hit Submit. **There is no need to change the term displayed. It has nothing to do with when you are graduating**.
6. Select the Current Program option.

    This will display your current curriculum information. It is important that you review this and make sure that all information is correct (major, concentration, minor and degree). If you are pursuing a double major then both majors should appear; one will be noted as Major 1_2.  If you are pursuing a double degree (completing two senior papers and a minimum of 30 additional credit hours) you will have two items listed as Major. Students earning a double degree will submit a separate application for each of your programs. **<u>Do not</u>** submit your Application to Graduate if the information listed is incorrect. Complete a Change of Major/Concentration petition via the petitions.oru.edu webpage The "Chang of Minor" petition can be used to change or drop you minor. Masters' and Doctoral Students use the "Change of Graduate Program" petition. Complete the Application to Graduate after your petition is processed.

7. Select your graduation date.  THIS IS WHEN YOU WILL BE FINISHING YOUR CLASSES (FALL, SPRING or SUMMER), **not when you are walking across the stage at Commencement.**
8. Indicate if you are planning to attend Commencement.
9. Your legal name will be printed on your diploma. The system will show you your name as it will be printed. If your legal name is not correct in the system, you can fill out a "Change of Name" request form on registrarforms.oru.edu.

10. From the pull down list, select the address to which you will want your diploma mailed. Diplomas are mailed approximately one month after your course work is completed.
11. Select the appropriate graduation application processing fee (payment method) based on the degree that you are receiving. Your fee will be assessed to your account and must be paid prior to the mailing of your diploma. **The fee is non-refundable unless you notify the registrar's office one month prior to your scheduled graduation date that you are rescinding your application.**
12. A summary of your graduation application will display. Print this for your records.
13. Scroll down to the bottom of the page and click Submit Request. Your application will not be processed unless you hit submit.

Please contact the Registrar's Office with any questions.

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