Office of the Registrar
How to Apply for Graduation

Contents

Graduation Application Overview

How does the approval process start?

Graduation application starts with communication between the student and the Professional Academic Adviser. The student's Program Evaluation should be reviewed and additional requirements not listed on the Program Evaluation should be discussed. Students should register for their remaining classes to ensure their Program Evaluation has a status of 'Pending Anticipated Complete'.
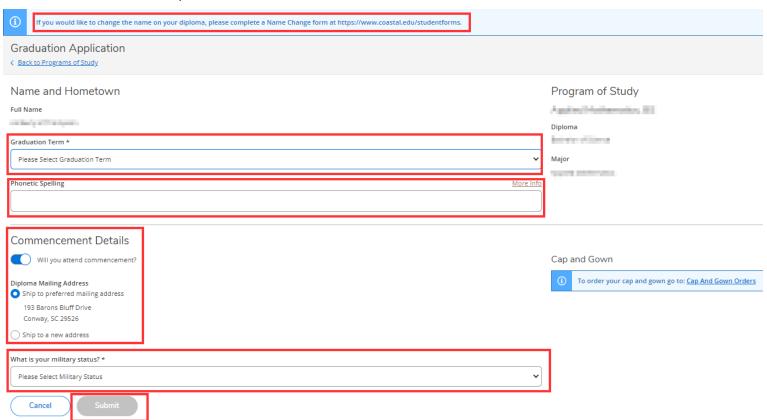
> **Tip:** Students transferring in remaining coursework will not have a 'Pending Anticipated Complete Status'. Check with your professional adviser if you have any questions.

Where do I apply for graduation?

After this advisement session is completed, the student is ready to apply online through Self Service https://sservice.coastal.edu/Student/Student/Graduation . Students will see an **Apply** link.

Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit *Commencement Information*

Review My Academic Progress

Program of Study	Major	Application Status
░░░░░░░░░░	░░░░░░░	Apply

Students will complete the form.

ⓘ   If you would like to change the name on your diploma, please complete a Name Change form at https://www.coastal.edu/studentforms.

Graduation Application
‹ Back to Programs of Study

Name and Hometown

Full Name
░░░░░░░░░

Graduation Term *
Please Select Graduation Term ▾

Phonetic Spelling   More Info

Program of Study

░░░░░░░░░░

Diploma
░░░░░░░░░

Major
░░░░░░░░

Commencement Details

🔵 Will you attend commencement?

Diploma Mailing Address
🔵 Ship to preferred mailing address

   193 Barons Bluff Drive
   Conway, SC 29526

⚪ Ship to a new address

What is your military status? *
Please Select Military Status ▾

Cancel   Submit

Cap and Gown

ⓘ   To order your cap and gown go to: Cap And Gown Orders

Once a student completes their application, the student will be able to confirm their application is submitted:

Graduation Application

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Review My Academic Progress

Program of Study	Major	Application Status
		✓ Application submitted on

Students will receive an email acknowledgment to their CCU email address within 5 minutes of applying with all active academic advisers copied on the email.

Next, your application will move through departmental and college level reviews and end up with the Registrar's Office. Your application will then remain at that status until after final grades have been received for the semester, at which time a final audit will be conducted by the Registrar's Office to ensure you have met all of your degree requirements. Depending on the number of graduation candidates, the final audit process can take up to six to eight weeks to be completed.

How do I pay my graduation application fee?

Students will receive a link in their acknowledgement email to the Student Account Center to make a payment for their graduation application.

Students that are **reapplying for the same program** (e.g. from previous denial or any other reason) will not be required to repay the application fee (the payment section of the online application will be bypassed).   However, students will need to pay and apply for each separate degree.

Additional Support

If you need additional support, please contact:

> **Office of the Registrar**
> Baxley Hall, Room 222
> 843-349-2019
> graduation@coastal.edu

You may also visit the following websites:

https://www.coastal.edu/commencement/

https://www.coastal.edu/registrar/using-campus-systems/webadvisorstudents/applyforgraduation/