1. Go to myLewis.lewisu.edu
2. Click on Records and Registration
3. Click on ‘Apply for Graduation’ in the Academic Information box.

4. Select a term and click ‘submit.’ The term may not be Fall 2016 and that is OK! The term options typically reflects the last time a change was made to your curriculum – most students will see Fall 2015.

5. Select your current program and click continue.

   Note: If you have multiple programs, you will need to submit an application for each program. Also, if there is any discrepancy with your record, please contact the Office of the Registrar prior to submitting the application.
6. Select your anticipated graduation date – there will only be one option – and click continue.  
Note: All students have the same graduation date, but you should refer to lewisu.edu/commencement for information on the commencement ceremonies.

7. Choose your current name and click continue.
8. If necessary, make edits to your name. This is how it will appear on your diploma. Click Continue.

9. Choose an address and click continue.

10. If necessary, make edits to your address. This is where your diploma will be sent. Changes here do not update the permanent record. Click continue.

11. Select a graduation fee from the drop down. There will only be one option. The amount will be charged to your student account. Students who are in multiple programs and have to fill out multiple applications will only be charged once. Click continue.

12. Review your application information. Click ‘Submit Request’

13. The next page is your confirmation page. Please read carefully.

Please note: After you have submitted your application you can review the data by click on ‘Student’ >> ‘Student Records’ >> ‘View Application to Graduate’