Applying for Graduation in Aggie Access

1. Log in to Aggie Access
2. Select the “Student” tab
3. Select “Student Records”

4. Select “Apply to Graduate”

5. Select most recent semester and click “Submit”.
   - If you do not see the current semester listed, select the most recent one. This is your most recent registration, not the semester you plan to graduate.
If a “No curricula available…” message appears, contact the Registrar’s Office at 336-334-7595 (for undergraduate students) or The Graduate College 336-285-2366 (for graduate students).

7. Select “Continue”
8. From the dropdown menu, select your graduation date.

9. Let us know if you plan to attend the ceremony.
10. Your current name format is shown at the top. If you would like to change the format (e.g. full middle name, no middle name, etc.), select “New” from the menu.

11. Click “Continue”

12. Enter your name as you want it to appear on your diploma. Only your legal name will be printed. Check for errors!!
13. **Click “Continue”**

14. **Select which address you want your diploma mailed to.**  
   If you want to enter a different address, select “New.”  
   - Diplomas are mailed around 60 days after the graduation date. Provide an address that you will still receive mail at during this time.

15. **Click “Continue”**
16. Enter a complete mailing address.
17. Click “Continue”

18. Select the fee. The fee will automatically post to your student account.
19. Click “Continue”
   - Fee should be paid prior to graduation. If the fee is not paid in a timely manner, a hold may be placed on your account. A hold or balance will prevent your diploma from being mailed out.

20. Check to make sure all of your information is correct. If everything looks ok, click “Submit Request.”
Congratulations!!!
You have officially applied for graduation!!!