Graduation Application User Guide

The purpose of this guide is to provide instructions for applying for graduation in Patriot Web.

1. Login to Patriot Web.
2. Click on the Student Services tab.
3. Click on Student Profile.
4. Click Apply to Graduate.
5. Select your **Current Program** and click **Continue**. Note: If you have two programs, complete the steps for your first program, and then repeat the entire process for the second.
6. Choose your **Graduation Term** and click **Continue**. Choose the term in which you will have **completed ALL degree requirements**. Students intending to walk in the May Commencement ceremony who are completing required coursework in the Summer **must** select Summer.

7. The next screen will display the name to be printed on your diploma. Use the drop-down to select or change the name to be printed on your diploma or select “New” to add a new diploma name. Click **Continue**.

8. Select your diploma mailing address. Choose your current address or “new” to enter a new address as your diploma mailing address. If you choose “new,” carefully enter the address you want your diploma mailed to.
9. Review the summary information. Click Submit.

10. A confirmation page will be displayed. Additional information will be sent to your Mason email address.
For more information on this topic, please contact degree@gmu.edu.