# How to Apply for Graduation

You should apply for graduation by the end of the semester which precedes the semester of graduation. For instance, if you are planning to graduate in Spring 2025, your application should be submitted by the end of the Fall 2024 semester. More information about the graduation process, including application deadlines, can be found on our website: hc.edu/academics/records/apply-graduation/.

Note: you must have an official degree plan on file with the Office of Academic Records in order to access the graduation application. If you do not have a degree plan on file, please contact your academic advisor to begin this process. If you are pursuing a double major or a minor, please make sure an official degree plan is filed for each major and/or minor.

1. From the HCU Student Portal, click the Husky Net link.
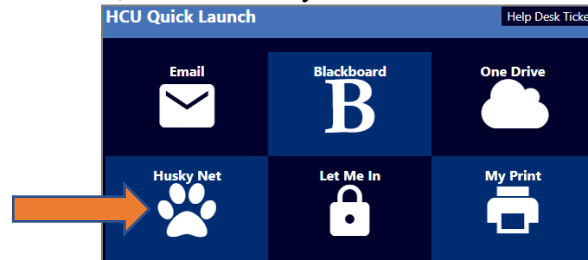
2. From the navigation pane on the left side of the screen, click Apply to Graduate.
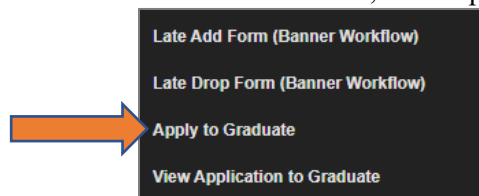
3. Select your Catalog Term which corresponds to the degree plan you have filed with the Office of Academic Records. This is NOT the graduation term. (Example: My catalog year is Spring 2024 based on the degree plan I filed, and I plan to graduate in Spring 2025. At this step, I would select "Spring 2023-24.") You can find your catalog term in Degree Works (first screenshot below).

Note: the two-digit number after the year corresponds to the semester of the listed year. For example:
- 202310 = Summer 2023
- 202330 = Fall 2023
- 202350 = Spring 2023-24

4. Ensure your degree information is correct. If not, please contact grad@hc.edu for assistance. Then, click "Continue."

Term *	
Spring 2023-24	

○ **Primary Degree**
Master of Arts

Level	Major
Graduate Student	Theological Studies

Continue

5. Select your graduation date from the drop-down list and indicate whether you will attend the commencement ceremony. (In the example above, this is where I would choose "Spring 2024-25 for my graduation date.) Then, click "Continue."
   - For commencement dates, times, and more information, visit our website: hc.edu/commencement. If your plans change after you submit your application, you can update your attendance selection by emailing grad@hc.edu.
   - If the regular deadline for your intended date of graduation has passed, it will not be an option in this drop-down list. You will need to contact grad@hc.edu for a late application. This will result in a **nonrefundable $50 late application fee** charged to your student account.

Graduation Date *

Term: Spring 2024-25 Year: 2024-2025

Will you attend the ceremony?
● Yes
○ No
○ Undecided

Back | Continue

6. Select your name as you would like for it to appear on your diploma. You can either select from the drop-down list your name as it appears in our student information system, or you can enter a new name. **Please double check your spelling**. HCU is not responsible for reprinting a diploma if you make a typo on your application. Then, click "Continue."

Select a Name for your Diploma *

New

First Name

Kiza

Middle Name

Marie

Last Name *

Husky

Suffix

Back | Continue

7. Enter your preferred mailing address. This should be a permanent address that you have access to after graduation (not your HCU on-campus residence). Then, click continue.
   - This step is required for your application; however, **WE DO NOT RECOMMEND MAILING DIPLOMAS.** Once they leave the HCU Post Office, we are not responsible for any lost or damaged diplomas. If at all possible, plan to pick up your diploma in person or send someone to pick it up on your behalf during our designated pick-up times, typically 6-8 weeks after degrees are conferred. If it is not possible for you to pick it up in person or send someone to pick it up, it will be mailed to you and a tracking number will be provided upon request. You accept all risk that comes with sending the diploma through the US Postal Service. We do not mail diplomas outside of the US.

8. Review your graduation application summary to ensure all information is correct. Double check that your Diploma Name and Diploma Mailing Address are correct. Then, click "Submit Request."

9. You will see an acknowledgment after your application has been submitted. (Note: after you have applied, you can return to your Husky Net Student Profile and click "View Application to Graduate" to confirm all of your information has been submitted correctly.)

Acknowledgement

Your graduation application has been submitted.
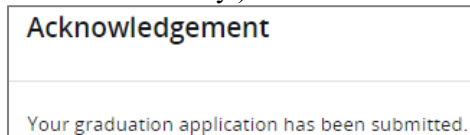
If you experience any difficulty accessing or filling out the application, please reach out to our office at grad@hc.edu or call (281) 649-3745.

Frequently Asked Questions:

Q: What happens after I submit my graduation application?
A: Your application and Degree Works audit will be reviewed by the Office of Academic Records for eligibility. You will receive an email either 1) confirming that you are eligible to graduate based on your current enrollment or 2) notifying you of any missing requirements which must be met in order to be approved for graduation. *Review of your application does not happen right away – it is based on our application review cycle. Please be patient in waiting for your letter.*

Q: Are graduation and commencement the same thing?
A: No. Graduation is the date that your degree is officially conferred (awarded). Commencement is the formal ceremony in which HCU celebrates the accomplishment of all Huskies who have completed their degree requirements. There are different dates for degree conferral and commencement which are published in the HCU Academic Calendar: https://hc.edu/university-catalog/academic-calendar/.

Q: Will I receive my diploma at commencement?
A: No. Diplomas are ordered through a third-party vendor once all degrees have been awarded (see Academic Calendar for date). They will be available for pick-up or mailed to the address you provided on your application usually 6-8 weeks after degree conferral. We will notify you via HCU email when diplomas are available.

Q: Can I walk in the commencement ceremony if I have not yet completed all requirements for graduation?
A: No, with the exception of current enrollment in a second 8-week online term. All course and non-course requirements must be complete in order to participate in commencement.

Q: Can I graduate this term, but participate in commencement in a future term?
A: While we ideally want to celebrate your accomplishment at the time you complete your degree, we understand that some Huskies may not be able to participate due to athletic obligations, inability of family to travel, or other legitimate reasons. Contact grad@hc.edu to request a Change of Commencement Request form. Requests will be reviewed by the Office of Academic Records on a case-by-case basis.

Q: Where can I find more information about commencement?
A: Visit our website: https://hc.edu/academics/records/commencement/.