



Graduation Application – Self Service

IN ORDER TO SUBMIT THIS APPLICATION, YOU MUST HAVE AN ADDRESS CONNECTED TO YOUR PROFILE. PLEASE CLICK ON YOUR NAME AND THEN USER PROFILE TO CONFIRM YOUR ADDRESS.

Completing your Graduation Application via Self-Service:

1. Log onto Adler Connect.
2. Go to the Self-Service option.
3. Once you arrive to the main Self-Service screen, click **Graduation Overview**.

ADLER UNIVERSITY

Your Name ? Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance
Here you can view your latest statement and make a payment online.
- Financial Aid
Here you can access financial aid data, forms, etc.
- Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Graduation Overview**
Here you can view and submit a graduation application.

4. Under **Programs of Study**, find your program of study and click **Apply**.

ADLER UNIVERSITY

Your Name ? Help 1

Academics ▾ Graduation Overview

Graduation Application

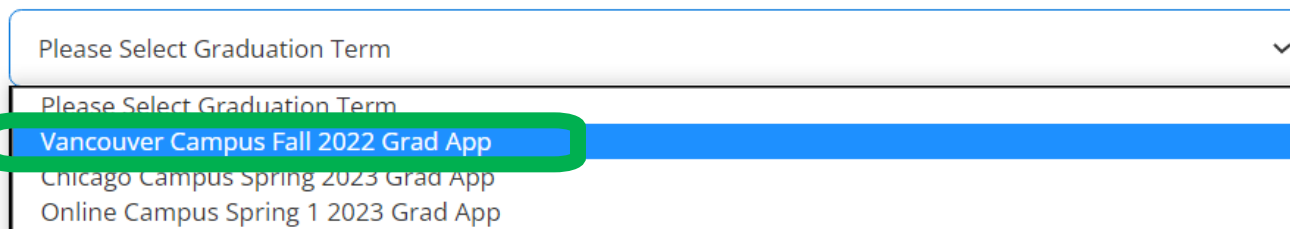
Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Programs of Study	Major	Application Status
Program of Study	Psychology	Apply
Registrar		

5. **Graduation Term:** Select the **Vancouver Campus** term you will complete **ALL** degree requirements.

Graduation Term *



Please Select Graduation Term

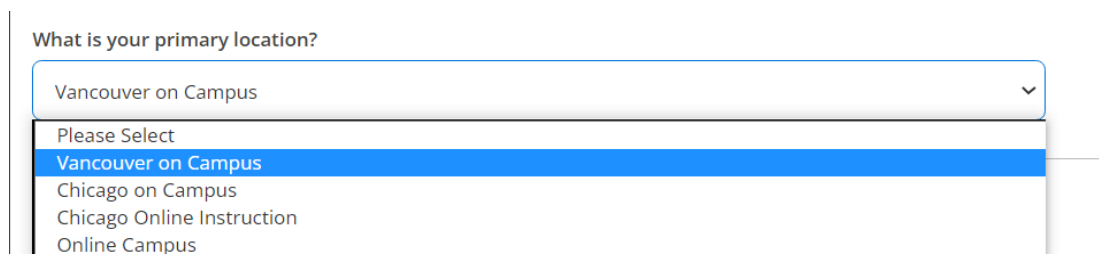
Please Select Graduation Term

Vancouver Campus Fall 2022 Grad App

Chicago Campus Spring 2023 Grad App

Online Campus Spring 1 2023 Grad App

6. **What is your primary location?:**
- Select: Vancouver on Campus



What is your primary location?

Vancouver on Campus

Please Select

Vancouver on Campus

Chicago on Campus

Chicago Online Instruction

Online Campus

7. Under "**Commencement Details**", you will see "**Diploma Mailing Address**":

Please ensure your mailing address is updated **BEFORE** you receive notification your degree has been conferred.

8. **CLICK THE SUBMIT BUTTON:**



Cancel Submit

***** IF YOU SUCCESSFULLY SUBMITTED YOUR APPLICATION, YOU WILL RECEIVE A CONFIRMATION EMAIL TO YOUR ADLER EMAIL ACCOUNT. *****

IMPORTANT INFORMATION – PLEASE CONTINUE TO READ:

The \$120 graduation fee must be paid by **ALL** students. You must submit your graduation application and pay the \$120 graduation fee, regardless of whether you intend to participate in the commencement ceremony. Students who elect to attend the commencement ceremony will receive an email to their Adler

email account during late Spring or Summer of the year of the ceremony. Please continue to check your Adler email account for details.

BY SUBMITTING THIS APPLICATION, THE APPLICANT ACKNOWLEDGES THEY HAVE READ AND ACCEPTED THE INFORMATION BELOW:

COMMENCEMENT CEREMONY:

When the information becomes available, details regarding the commencement ceremony are communicated via the Vancouver Campus Student Services team, vanstudentservices@adler.edu. Additional information regarding the ceremony, when available, can be found on the **Commencement ceremony website:** <https://commencement.adler.edu/>

Questions regarding the commencement ceremony, tickets, and regalia should be referred to: vanstudentservices@adler.edu.

CHANGING YOUR APPLICATION:

If you need to make adjustments to this application, please connect with the Office of the Registrar: vanregistrar@adler.edu.

DIPLOMAS, YOUR MAILING ADDRESS, AND ADDRESS CHANGES:

Please ensure your mailing address is updated **BEFORE** you receive notification your degree has been conferred.

Diplomas will be sent out via mail or courier approximately 2-3 months following the term in which you complete your degree. You will **receive an email** from the Registrar when they are available.

Students have access to request an address change via Self-Service. Please see the **“Address Email Phone Number Changes via Self-Service”** instructions under **Documents and Forms** on the Registrar page on Adler Connect (<https://connect.adler.edu/student-services/registrar/Pages/default.aspx>). **Once you add your new address, the change request is submitted to the Office of the Registrar for processing. Address change requests are processed within three business days. Your old address will also be deleted at that time.**

****It is important to update your personal email address****

DEGREE CONFERRAL:

The Office of the Registrar will perform a comprehensive audit of your academic record once all grades are posted and all degree requirements are completed (including practicum, internship, and submission of my final dissertation, if applicable).

This process may take up to 30 days from the date your last grade was posted or last degree requirement was completed (MAY TAKE UP TO 30 DAYS; NOT WILL TAKE 30 DAYS). You will receive an e-mail from the Office of the Registrar once your degree is posted to your academic record.

Students with additional questions regarding the degree conferral process should review the "Program Completion Information email" sent to their Adler email address or the FAQs on the Registrar page on Adler Connect.

ACCOUNT HOLDS:

Student accounts must be paid in full at the time of program completion. Any outstanding balance, past due library books, library fines, etc. will prevent the release of diploma(s), transcripts, letters of completion, and prevent the student from participating in the commencement ceremony, etc.

Contact Cellene Concepcion (vanstudentaccounts@adler.edu) for information about your financial account or for payment options.

REGALIA:

The University rents regalia for each student to wear during commencement. The gown size is determined by your height and weight. Please submit your regalia information via the [web form](#).

ADLER EMAIL AND THE COMMENCEMENT CEREMONY:

Students should check their Adler email account to receive information regarding the commencement ceremony, their degree, regalia, tickets, etc. If you want to provide a personal email to receive graduation ceremony information, please ensure you submit this through the [web form](#).