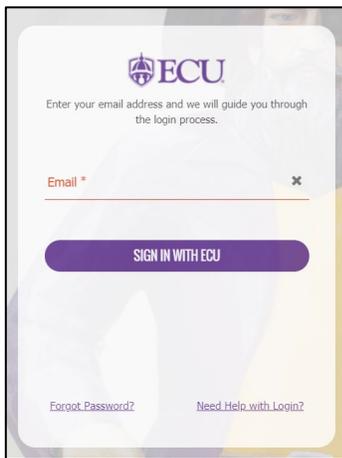# How to Apply for Graduation

**Note:** You cannot make changes to the online application once it has been submitted. If you need to change the name that will print on the diploma, the address to where the diploma should be mailed or the graduation date, please email the Office of the Registrar at regis@ecu.edu.
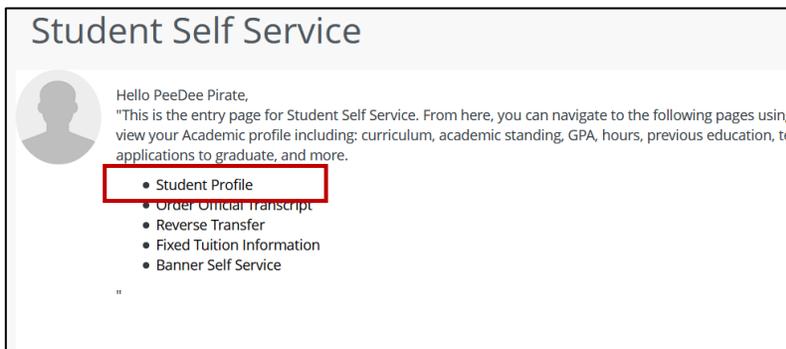
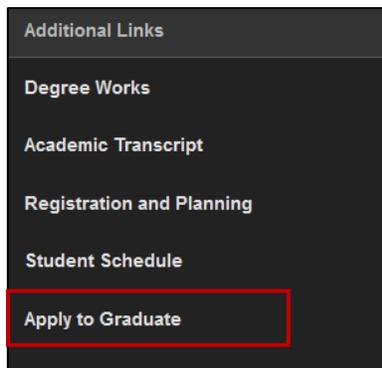1. **Log into Pirate Port** with your Pirate ID and Passphrase.



2. **Click** on the Student Self Service Card.
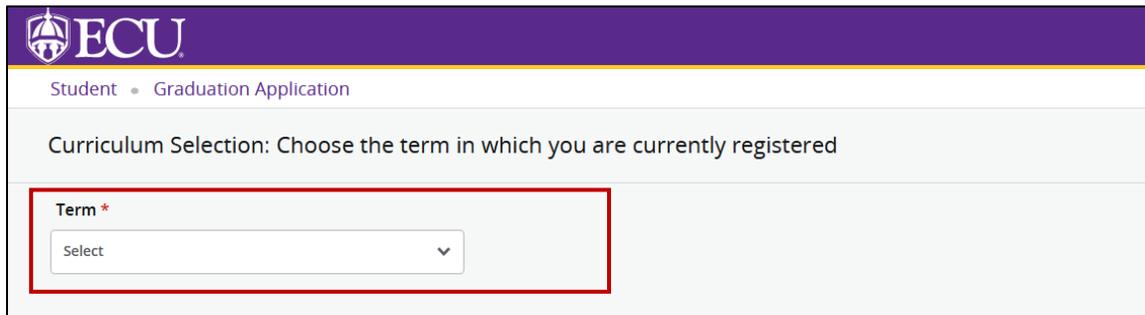


3. **Click on Student Profile.**

4. **Click** on the **Apply to Graduate link**.



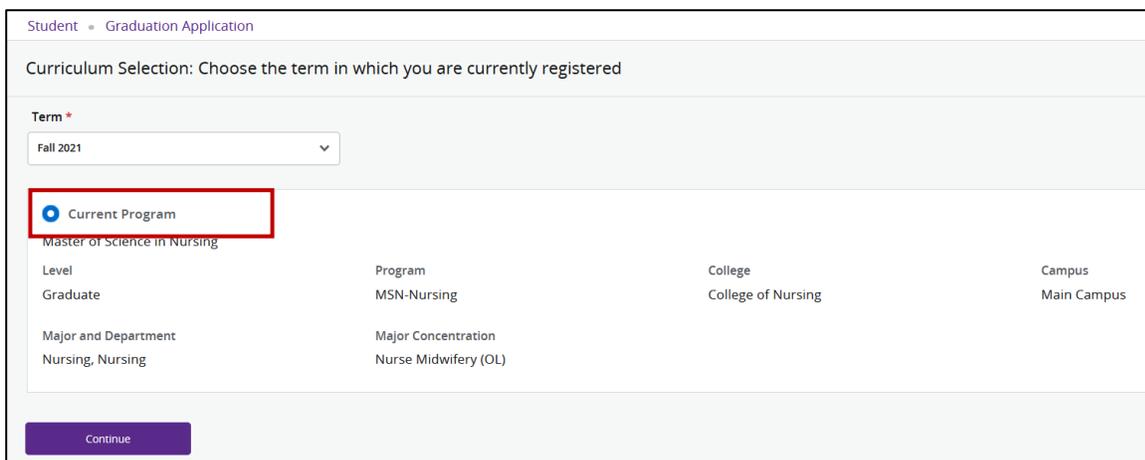5. **Select a Curriculum Term** from the Term pull-down menu.
   <mark>This is the **CURRENT TERM** you are registered in, **NOT** the term you are planning on graduating in.</mark>



6. **CAREFULLY Review your degree information.** If this curriculum does not accurately reflect your degree information including major, minor or concentration, **DO NOT PROCEED**.  This is what is currently in your student record.  Please see your advisor or program director with questions or to correct your curriculum before processing.

7. Click the Radio button next to the curriculum you would like to apply for.

   If multiple programs are displayed - degree and certificate, double majors, or dual degrees - click one of the radio buttons and continue completing the application process. Once complete, repeat the Apply to Graduate process for the remaining program(s).

Current Program
Bachelor of Science

| Level | Program | College | Campus |
|---|---|---|---|
| Undergraduate | BS-Biology | College of Arts and Sciences | Main Campus |

Major and Department
Biology, Biology

Current Program
Bachelor of Arts

| Level | Program | College | Campus |
|---|---|---|---|
| Undergraduate | BA-Anthropology | College of Arts and Sciences | Main Campus |

Major and Department
Anthropology, Anthropology

If no degree information is available and the following message is displayed under Select Curriculum, the following may have occurred:

- If you are an undergraduate student and have less than 70 earned hours - you will not be able to access the graduation application until you have the minimum of 70 earned hours.
- If you are a graduate student and have less than 12 earned hours - you will not be able to access the graduation application until you have the minimum of 12 earned hours.
- You have already submitted a graduation application.

Contact your academic advisor or program director for further information.

Student • Graduation Application

## Curriculum Selection

Term *

Spring 2021

🚫 No curricula available for graduation application.

8. Once you have verified that the degree information is correct, click the continue button.

9. **Select** the Graduation Date from the **Graduation Date pull down menu** and then **click Continue**.

Student • Graduation Application

## Graduation Date Selection

### Current Program

Bachelor of Arts

### Graduation Ceremony Attendance

Graduation Date *

Select

Back          Continue

10. NAME FOR DIPLOMA:

Select a name from the Select a Name for your Diploma pull down menu and click continue.



If you choose to enter a "New" name, you will be prompted to enter in the information. Please be aware that the information you enter here will print on your diploma and commencement booklet.



11. Click Continue.

12. MAILING ADDRESS FOR DIPLOMA

Select an Address or enter a new one from the **One of your Addresses pull down menu.**



If you choose to enter a "New" address, you will be prompted **to enter in a new address**.
NOTE: Diplomas are mailed approximately 12 weeks from the commencement date. Please enter a diploma mailing address where you can receive the diploma 12 weeks after you graduate.



13. Click Continue.

14. **CAREFULLY review** your information, including Graduation Date, Diploma Name, and Diploma Mailing Information. **IF ANY INFORMATION IS INCORRECT – DO NOT SUBMIT REQUEST.**

Graduation Application Summary

Graduation Date

| Date | Term | Year |
|---|---|---|
| 05/07/2021 | Spring 2021 | 2020-2021 |

Diploma Name

| First Name | Middle Name | Last Name |
|---|---|---|

Diploma Mailing Address

| Street | City | State or Province | Zip or Postal Code |
|---|---|---|---|

Nation
United States

15. **When you have verified that the information is correct**, **click** on the **Submit Request** button.

Curriculum
Current Program
Bachelor of Arts

| Level | Program | College | Campus |
|---|---|---|---|
| Undergraduate | BA-Anthropology | College of Arts and Sciences | Main Campus |

Major and Department
Anthropology,
Anthropology

Back          Submit Request

16. You will see a confirmation page confirming that you have submitted your application for graduation.

**Acknowledgement**

Congratulations Catherine on your upcoming graduation from ECU!

This confirms that you have submitted your application for graduation and your intention to complete the program indicated. An email has been sent to you outlining the steps you will need to complete in order to prepare for graduation.

17. You will receive a follow up email confirming your graduation application has been submitted and a checklist for the additional steps you need to complete.

To review your application to graduate:

- Log into Pirate Port.
- Click the Student Self Service card.
- Click the Student Profile link.
- Click the View Application for Graduation link.

**Additional Links**

Degree Works

Academic Transcript

Registration and Planning

Student Schedule

Apply to Graduate

View Application for Graduation