Instructions to Submit an Application to Graduate through Genesis

1. Once you have logged into Genesis select “Student Services”

2. Select “Student Records Information Menu”
1. Within the Student Records Information Menu select “Apply to Graduate”

1. Students will then need to select the radio button adjacent to the appropriate curriculum. You can only submit an application for 1 degree at a time. If you are planning on earning 2 degrees you need to submit 2 applications.
2. Once you have indicated your desired program click “Continue”.
1. Select the appropriate graduation term for the dropdown menu
2. Click “Continue”

1. Select the appropriate radio button regarding your commencement attendance
2. Click “Continue”
1. Select your desired name from the dropdown menu. You will be able to alter it on the proceeding page.
2. Click “Continue”

1. Make the appropriate adjustments to your name in the text box(s)
2. Click “Continue”
1. Select the address where you would like your diploma mailed. Keep in mind that diplomas are sent approximately 1 month after each semester ends. You will be able to alter/change your selected address on the proceeding page.

2. Click “Continue”

1. Make any necessary adjustments to your address in the text boxes

2. Click “Continue”
1. Review your application information
2. Click “Submit Request”

1. Confirmation Page- Thank you for submitting an Application to Graduate!