How do I apply for Graduation?

In your last semester of coursework, you will need to apply for graduation.

Complete the Masters Degree Application:
1. To begin, go to the ECU website. The URL is https://www.ecok.edu. Click on Login at the top of the page.
2. Select MyECU.

   ![Login](image)

   1. Login using your Username and Password. If you do not have one see “How to get my user name and password?”.

3. Select STUDENT tab.
4. In the Student Menu Bar on the left, click **Masters Degree Application**.

![Student Menu Bar]

5. The **Masters Degree Application** will then open. See the picture below to complete the following steps:

   a. Be sure to list the name as you want it to appear on your diploma. (Step 5 on the form below.)
      i. You may add middle and maiden names as you wish.
      ii. It is **NOT** recommended to use nicknames.

6. Make sure you are applying for the correct degree. (Step 6 on the form below.)

   a. If you are not in the correct degree **DO NOT** submit the Masters Degree Application and complete a **Request for Change in Degree Option Form**. (Must be logged into your MyECU portal before filling out the form.)

7. Make sure you are applying for the correct semester. (Step 7 on the form below.)

   a. **Make sure to fill out the Masters Degree Application for the semester that you are completing your coursework in and not for the semester that you are walking.**
      i. Completing your degree in May or July, you will walk in the Spring ceremony in May.
      ii. Completing your degree in December, you will walk in the Fall ceremony in December.

8. Check the address. This is where your diploma will be mailed if not picked up. (Step 8 on the form below.)

   a. If you wish to change your permanent address you must request the change with the Records office by completing the **Diploma Address Change Form**.

9. If you have taken any coursework for your masters degree program from another accredited university that your advisor has approved.

   a. Make sure that an official transcript with grade(s) posted is on file and has been recorded by the Records Office to your ECU transcript.
i. If the course(s) is taken in the last semester you will need to list it on the Master Degree Application and make sure to get an official transcript to the School of Graduate Studies within 7 calendar days of the last day of our semester. (Step 9 on the form below.)

b. Complete a Substitution Form with your advisor and make sure it is on file with the School of Graduate Studies with Amy Eckart-Gregg, at 212 Administration Building.

   i. Once the Substitution Form is complete you will receive a copy in the mail for your record.

10. In order for your name to appear in the program, you must fill out the Masters Degree Application by the deadline.

11. Click Submit once you have reviewed your information and are ready to submit your Masters Degree Application. (Step 11 on the form below.)

12. ONLY COMPLETE ONE MASTER DEGREE APPLICATION.
13. Programs with Electives and students completing a 2nd Masters.
   a. Programs with Electives are:
      i. Secondary Education – Academic Discipline – 0834
      ii. Human Resources – 0891
      iii. Psychological Services - 0860
   b. Program Checksheets can be found on the School of Graduate Studies website on the Graduation website page. Choose the checksheet that corresponds with the first year of continuous enrollment.
   c. Meet with your advisor to get approval and their signature on the form.
   d. Turn your approved form in to the School of Graduate Studies to Amy Eckart-Gregg, at 212 Administration Building.
      i. Make sure that your Student ID # is on your approved Program Checksheet before turning in your form.

14. Substitutions are done when a course is approved by your advisor to be taken in place of a course on your program checksheet.
   a. Complete a Substitution Form with your advisor for any course taken that is not on your Program Checksheet and make sure that it is on file at the School of Graduate Studies Office with Amy Eckart-Gregg, at 212 Administration Building.
      i. Once the Substitution Form is complete you will receive a copy in the mail for your record.

15. If you have transfer work from an accredited university that your advisor has approved.
   a. Make sure that an official transcript with grade(s) posted is on file and has been recorded by the Records Office to your ECU transcript.
      i. If the course(s) is taken in the last semester you will need to list it on the Master Degree Application and make sure to get an official transcript to the School of Graduate Studies within 7 calendar days of the last day of our semester. (Step 9 on the form below.)
   b. Complete a Substitution Form with your advisor and make sure it is on file with the School of Graduate Studies with Amy Eckart-Gregg, at 212 Administration Building.
      i. Once the Substitution Form is complete you will receive a copy in the mail for your record.

16. Student Email Account is an important communication tool used at ECU.
   a. Check your ECU Student Email frequently and stay in communication with your advisor and the School of Graduate Studies. (For how to setup your ECU Student Email account see “How do I set up my student email”.)
   b. All communication about graduation will be done through your student email.
17. There is a graduation fee of $75.00 due to the Bursar’s Office.
   a. The graduation fee will not show up on any bill; you will need to contact the Bursar’s Office to pay the fee.
      i. Make sure to clarify that the money is for your graduation fee.
      ii. The fee is due when applying for graduation.
      iii. A HOLD will be placed on your account if not paid and you will not receive your diploma or be able to order transcripts until the fee is paid.
   b. Options on how to pay:
      i. Mail payment directly to the Bursar’s Office.
         1. Make sure to clarify that the money is for the graduation fee.
      ii. Call the Bursar’s Office at 580.559.5225 and pay over the phone.
         1. Make sure to clarify that the money is for the graduation fee.

Notes:

- Master Degree Applications submitted after the deadline will still be able to participate in the commencement ceremony.
- Master Degree Applications approved for graduation by the School of Graduate Studies after the final deadline set by the Records Office will not have their name listed in the commencement program.
- For more information regarding the graduation process, please refer to the ECU Master Candidate Commencement guides which can be found on the Graduation page of the School of Graduate Studies website HERE.

Important dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Available</th>
<th>Application Deadline</th>
<th>Commencement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2018</td>
<td>November 1, 2017</td>
<td>January 29, 2018</td>
<td>May 12, 2018 at 2:00 pm</td>
</tr>
<tr>
<td>Summer 2018</td>
<td>February 1, 2018</td>
<td>April 6, 2018</td>
<td>May 12, 2018 at 2:00 pm</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>March 15, 2018</td>
<td>August 31, 2018</td>
<td>December 15, 2018 at 10:00 am</td>
</tr>
</tbody>
</table>