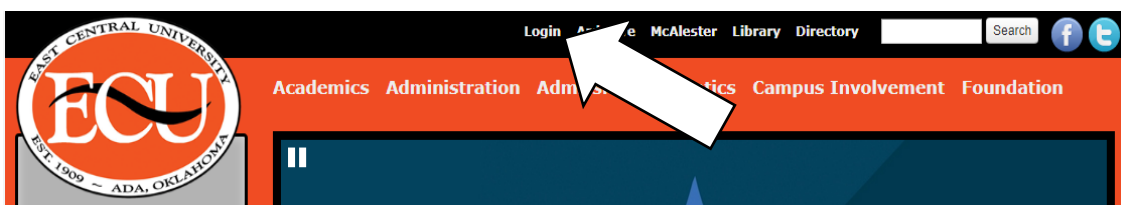


How do I apply for Graduation?

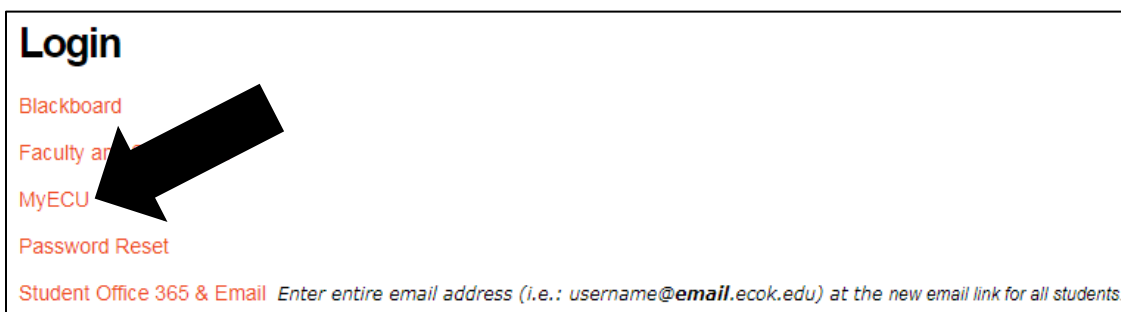
In your last semester of coursework, you will need to apply for graduation.

Complete the Masters Degree Application:

1. To begin, go to the [ECU website](https://www.ecok.edu). The URL is <https://www.ecok.edu>. Click on Login at the top of the page.



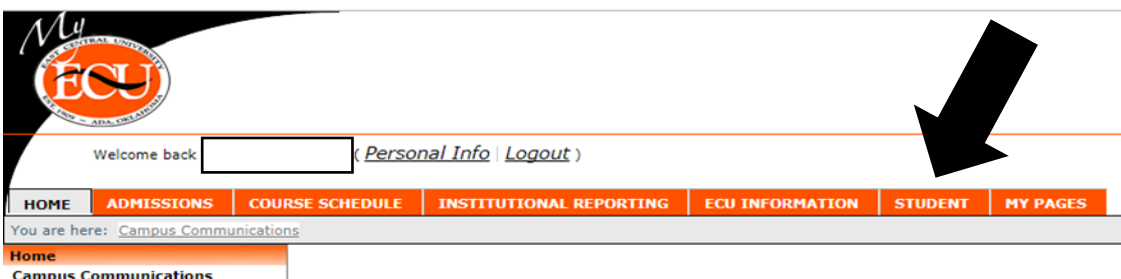
2. Select [MyECU](#).



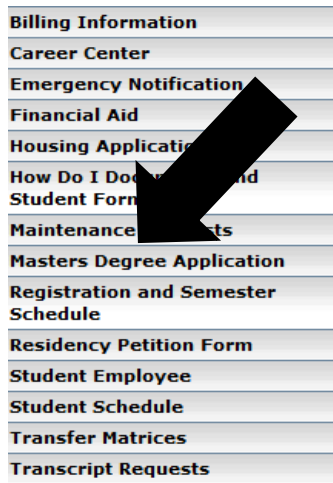
1. Login using your Username and Password. If you do not have one see “How to get my user name and password?”.



3. Select **STUDENT** tab.



4. In the Student Menu Bar on the left, click **Masters Degree Application**.



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 course work 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.**

Masters Degree Application

ID _____

Name as will be printed on the diploma # 5

Last _____

First - Middle - Other _____

If last name changes, you must submit a Name Change Form and supporting documentation to the Records Office.

Major: # 6

2nd Major _____

Advisor: _____

If any of the above are not correct, you must file a Major/Minor/Advisor Change form in the Office of Graduate Studies prior to submitting this degree application.

Semester you will complete your degree requirements # 7

Spring Summer Fall
 2018 2019

*Ceremony information:
Spring and Summer candidates participate in May of the current school year.
Fall candidates participate in December of the current school year.
If you submit the form for the current semester and you get a message -Invalid semester for graduation selected-, contact Records directly at 580-559-5236 or registrar@ecok.edu for more information.

Address for diploma to be mailed: # 8

Street Address 1 _____

Street Address 2 _____

City _____ State _____ Zip Code _____ Country _____

Phone: _____

Email: _____

If after submitting this application, this address changes, you must complete a Diploma Address Change form in the Records Office.

Please list any course work that you are taking at another institution during your last semester: # 9

Institution	Course & Title	Semester Ending Date*
_____	_____	_____
_____	_____	_____

* Semester must end prior to or on the official ending date of ECU's semester. Official transcript(s) must be received by ECU within 7 calendar days of the last day of our semester.

All candidates for graduation will be required to pay a graduation fee prior to the end of the semester in which final degree requirements are met. The fee for master's candidates is \$75. Students are required to pay the fee regardless of whether or not they participate in commencement ceremonies.

Watch your campus email for correspondence relating to graduation. # 11

Application Complete

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.

Important dates:

Semester	Application Available	Application Deadline	Commencement
Fall 2019	March 15, 2019	August 30, 2019	December 14, 2019 at 10:00 am
Spring 2020	November 1, 2019	January 27, 2020	May 9, 2020 at 2:00 pm
Summer 2020	February 1, 2020	April 10, 2020	May 9, 2020 at 2:00 pm