Graduation Application
Step by Step

1. Log in
   - myDIXIE
   - User Login
   - Enter your Dixie ID (D) or Personal Identification Number (PIN)

2. Select “Student”
   - Log in
   - Search

3. Select “Student Records”
   - Student Records

4. Select “Graduation Application”

5a. Select the current term, click “Submit”
   - Select a term to determine degree requirements for your graduation application.
   - Select Term: Fall 2013

5b. If no catalog term available, submit a change of major form and/or contact your advisor
   - Curriculum Selection
   - If the correct curriculum is not listed, you must submit a change of major form before
6. Select Curriculum, click “Continue”

7. Select Graduation Date, click “Continue”

8. Attending the ceremony in May? Click “Continue”

9. Choose your diploma name, click “Continue”

10. Confirm/enter diploma name, click “Continue”
    New last names require an information change form

11. Select diploma mailing address, click “Continue”
    Where will you be living 12 weeks after the last day of your graduation semester? This should be a permanent address.

12. Confirm / amend diploma address, click

13. Select “Graduation Fee $45”, click “Continue”
14. Confirm information is correct, click “Submit”

15. Pay with credit card or electronic check, click “Return to Banner”

16. Make an appointment with your advisor for a degree audit

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**Deadlines for completing the graduation application process:**

The graduation application process includes completing the online application and meeting with a program or general education advisor for a graduation audit.

- **Associate's degrees**
  - Fall Semester: October 1st
  - Spring Semester: February 1st
  - Summer* Semester: May 1st

- **Bachelor's degrees**
  - Fall Semester: April 1st
  - Spring Semester: November 1st
  - Summer* Semester: March 1st

* Summer graduates who wish to participate in commencement ceremonies need to apply by the Spring deadline.

**Change of Information forms:** registration.dixie.edu > Forms

**Commencement information:** https://dixie.edu/commencement/

**Major Change forms:** registration.dixie.edu > Forms