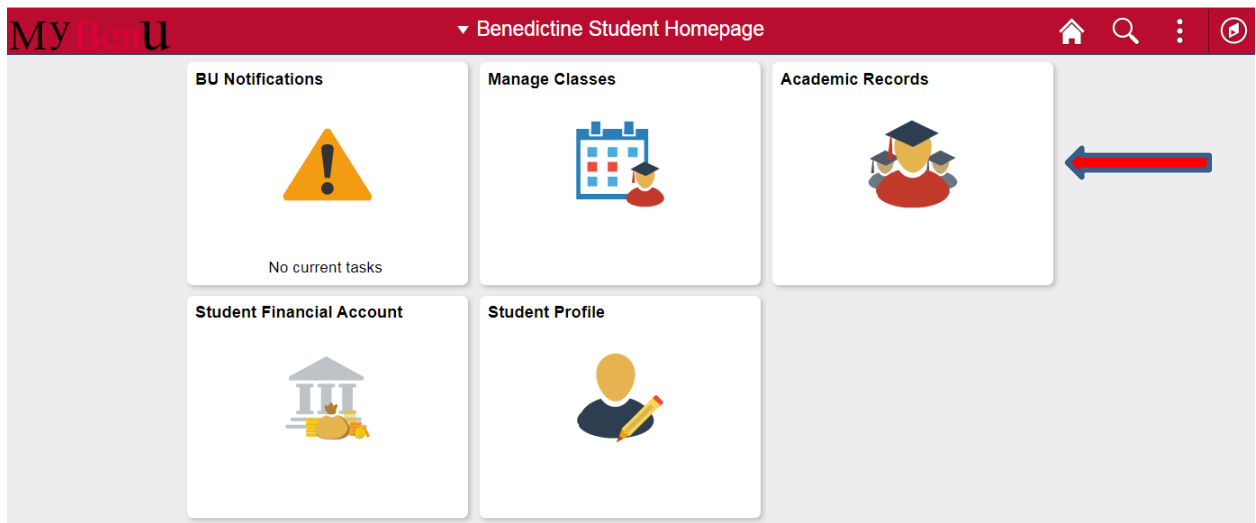

How to Apply for Graduation Using the MyBenU Upgrade

1. Log into MyBenU



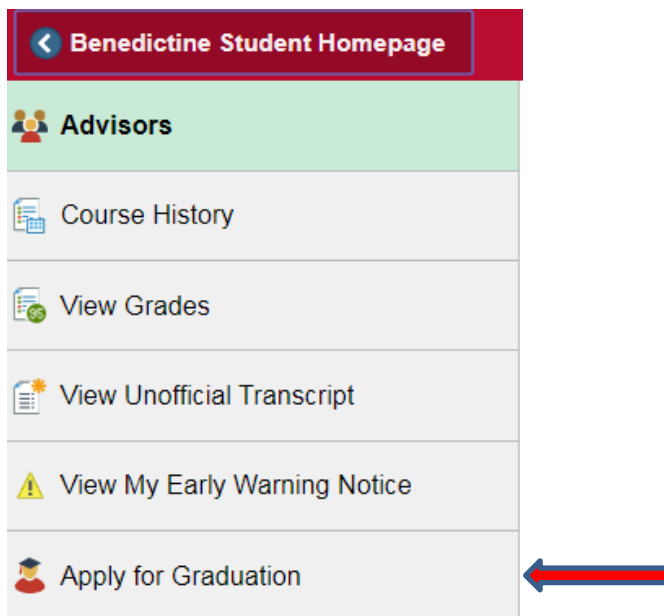
The login screen for MyBenU, Benedictine University's Student Information System. It features a blue header with the MyBenU logo. Below the header are input fields for User ID and Password, a language selection dropdown menu set to English, and a green Sign In button. At the bottom, there is a checkbox for Enable Screen Reader Mode.

2. Click on the **Academic Records** tile



[Continued on next page]

3. Click on **Apply for Graduation** in the left side menu bar



4. Select your academic program (degree or certificate) by clicking on the correct option designation.

NOTE: If the degree and/or major/minor/certificate is not correct, do not proceed further until you have completed and submitted a [Change of Academic Plan form](#) to the Office of the Registrar either via email to #Registrars@ben.edu or by dropping the form off at Lownik 103. The form is halfway down the page on the right under “Student Forms.” Once you have received an email in your BenU email that your record has been updated, you may then apply for graduation.

Search	Enroll	My Academics
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[Apply for Graduation](#)

Submit an Application for Graduation



Program: Undergraduate	
Benedictine University Undergraduate Semester	
Degree: Bachelor of Science Major: Computer Science Track: New Freshman Gen Ed Rules	Apply for Graduation

5. If the degree and major/minor/certificate are correct, click on the option designation and then click on the **Apply for Graduation** link on the right and follow the steps to complete the application.

Program: Undergraduate	
Benedictine University Undergraduate Semester	
Degree: Bachelor of Science Major: Computer Science Track: New Freshman Gen Ed Rules	Apply for Graduation 

6. You will be asked to select the anticipated graduation term. Your coursework must be completed prior to the conferral date of this term.
7. Verify that your information is correct, including your degree and major/minor/certificates.
8. Once your application is complete, you will see a notification window that you have successfully applied for graduation.
9. The graduation fee associated with this application will be added to your student account and payment is due within seven business days.