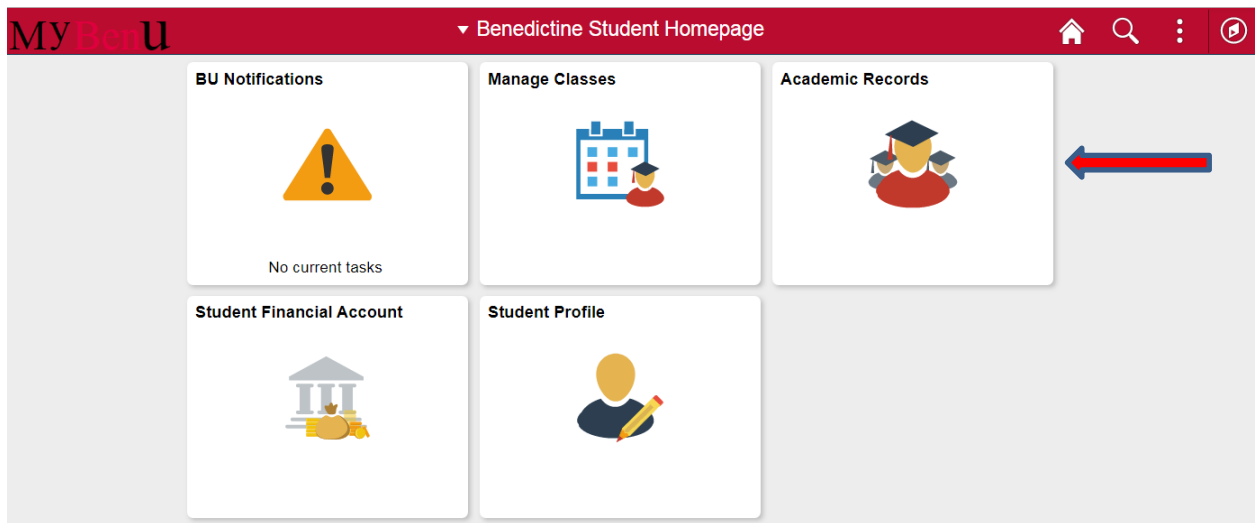

How to Apply for Graduation Using the MyBenU Upgrade

1. Log into MyBenU



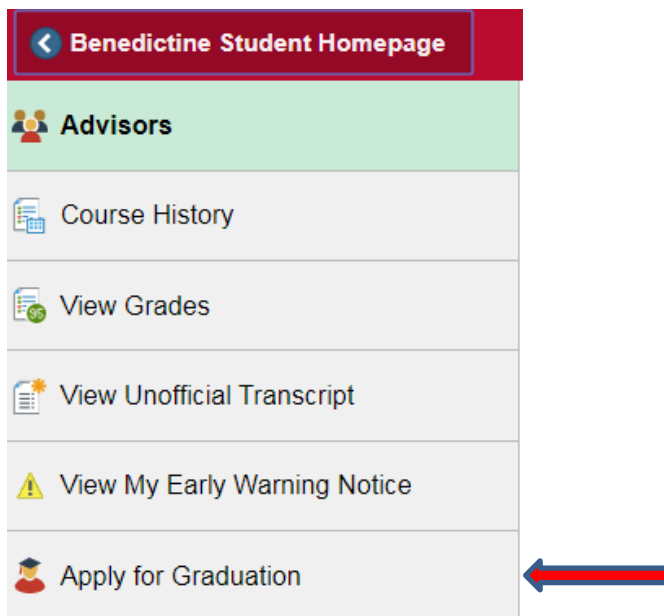
The image shows the MyBenU login interface. At the top, the logo reads "MYBenU" with "BENEDICTINE UNIVERSITY'S STUDENT INFORMATION SYSTEM" below it. The form includes a "User ID" field, a "Password" field, and a "Select a Language" dropdown menu currently set to "English". A green "Sign In" button is positioned below the fields. At the bottom left, there is a checkbox labeled "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



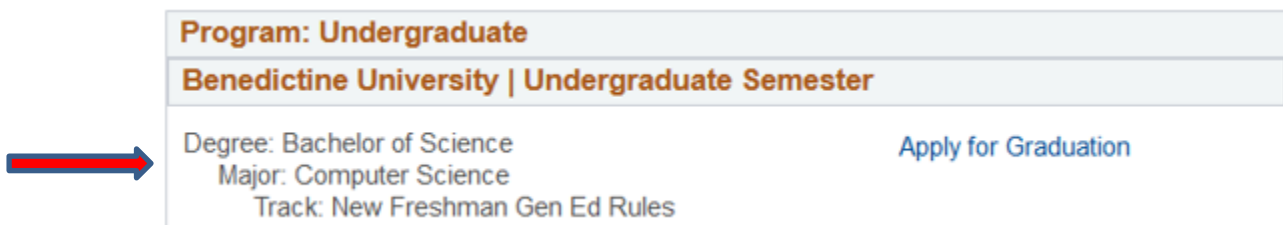
4. Select your academic program (degree or certificate) by clicking on the correct option designation.

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.



[Apply for Graduation](#)

Submit an Application 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.