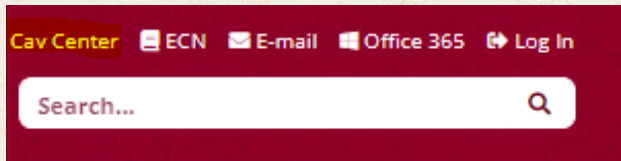


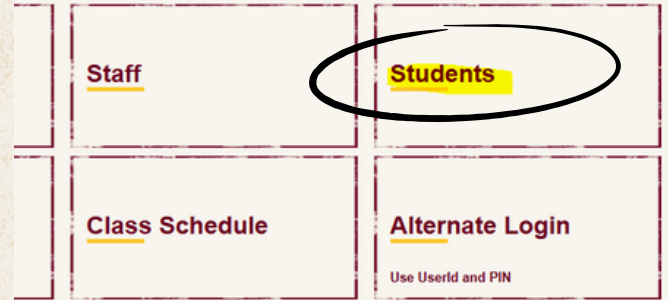
## How to Apply for Graduation & Order Commencement Regalia

### 1. Login to the MyWalsh Portal

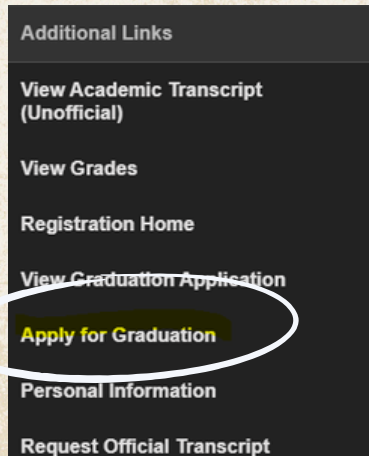
- Click on Cav Center in the top right corner
- Click on Students tile



### CAVALIER CENTER

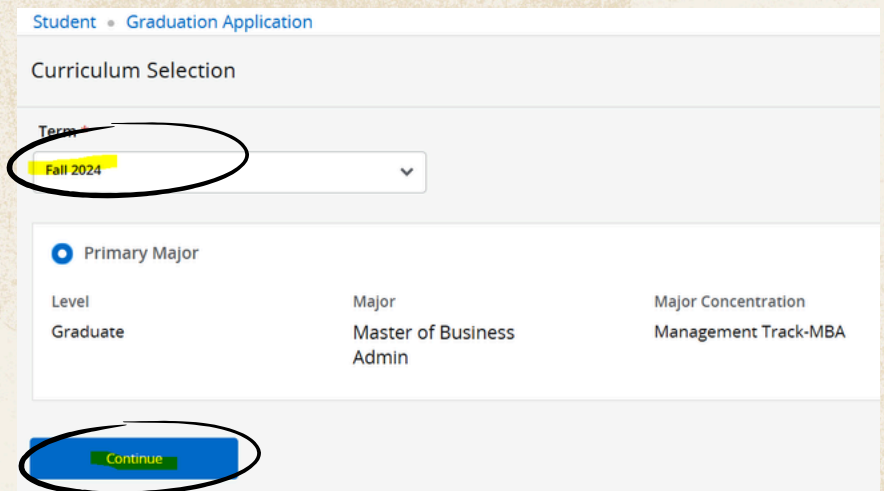


### 2. Click on **Apply for Graduation** on your student profile page



### 3. Select the proper term under **Curriculum Selection**

- Select the **most recent semester** so the accurate academic record is pulled
- Click on your **Primary Major** and then select continue



# How to Apply for Graduation *Continued*

## 4. Select your graduation date based on the term you are graduating

- Select **Yes** or **No** for your plans to participate in the Spring Commencement Ceremony under “Will you attend the ceremony?”

Graduation Ceremony Attendance

Graduation Date \*

Date: 05/03/2025 Term: Spring 2025 Year: 2024-2025

Will you attend the ceremony?

Yes

No

Back Continue

## 5. Review/enter your name and address for your diploma

- Select either **“New”** or **“Current Name.”** Do **NOT** select **“Active Directory”** if it is available.
- Only the Middle Name and Suffix fields can be updated.
- Select either **“New”** or **“Permanent”** for your address

Name

Select a Name for your Diploma \*

Current Name ( )

New

Active Directory-Walsh User ID ( )

Current Name ( )

c

Last Name

Suffix

Mailing Address For Diploma

Please select State (Province) and Zip (Postal Code) or select Nation to proceed.

One of your Addresses \*

New

Street Line 1 \*

Street Line 2

Street Line 3

City \*

State or Province

Zip or Postal Code

Nation

Back Continue

# How to Apply for Graduation

*Continued*

## 6. Review your diploma information and click **Submit Request**

Graduation Application Summary

Graduation Date		
Date	Term	Year
08/16/2025	Summer 2025	2024-2025
Ceremony		
Attend Ceremony		
No		
Diploma Name		
First Name	Middle Name	Last Name
Diploma Mailing Address		
Street	City	State or Province
2020 E Maple Street	North Canton	Ohio
Nation		
United States of America		
Curriculum		
Primary Major		
Level	Major	Major Concentration
Graduate	Master of Business Admin	Management Track-MBA

## Ordering Commencement Regalia

- If you are participating in the Commencement Ceremony, please order your cap and gown here: [Commencement Regalia Ordering Page](#)
- You can choose to have your regalia shipped to your home for a delivery fee or free to the Walsh Bookstore. Please make sure to choose your correct degree level when placing your order.

### Congratulations Walsh University Graduates!

Please click the link below that corresponds with your shipping preference.

Home Delivery \$15.95 Shipping Fee

Ship to Bookstore

If you have any questions or need to make changes to your application, please reach out to the Office of the Registrar at [Registrar@walsh.edu](mailto:Registrar@walsh.edu) or call 330.490.7367.

