Online Intent to Graduate Instructions

*Students should complete this form when they have completed 70-90 hours.*

**Step One:** Log on to your BuzzIn account and go to the Academic Life tab.

![BuzzIn Academic Life tab](image1.png)

**Step Two:** Click “Student Records” in the Student Self Service Links Box.

![Student Self Service Links](image2.png)
**Step Three:** Click “Intent to Graduate Application”

![Student Records](link)

**Step Four:** Click “Submit” without changing the term.

![Curriculum Term Selection](link)
Step Five: Double check that the listed curriculum is the correct one. If so, select it to continue. If it is not correct, please stop and contact your advisor to update your major in the computer system.

Step Six: Select your graduation date.
Step Seven: Select Ceremony Attendance

Select Ceremony Attendance
Attend Ceremony: Yes

Step Eight: Select a Name for your Diploma

Current Diploma Name:
Select a Name for your Diploma
One of your Names:* None

Step Nine: Select an Address for your Diploma

Current Diploma Mailing Address
Select an Address for your Diploma
One of your Addresses:* None
Step Ten: Double Check that all your information is correct and click “Submit Request”

Graduation Date
Term:

Ceremony
Attend Ceremony:

Diploma Name
First Name:
Middle Name:
Last Name:

Diploma Mailing Address
Street Line 1:
City:
State or Province:
ZIP or Postal Code:

Curriculum
Current Program
Level:
Program:
Major and Department:

Submit Request

Step Eleven: The information will be review and you will receive further instructions by email.