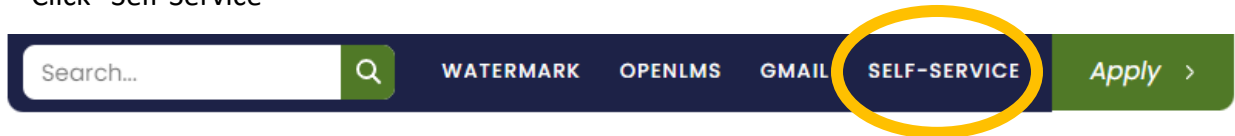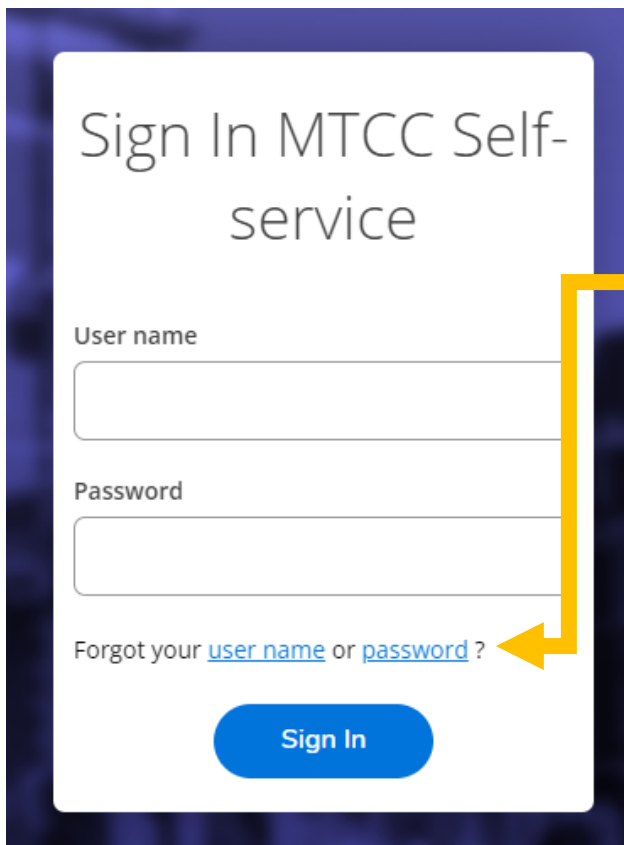# Tutorial: Apply to Graduate

1. Go to www.mcdowelltech.edu
2. Click "Self-Service"

3. Click "Self-Service Login"
4. Enter your user name
5. Enter your password

Forgot Username or password? Use the reset links to reset.

6. Click "Graduation Overview"

>
> **Graduation Overview**
> Here you can view and submit a graduation application.

7. Click "Apply" next to the Program of Study.
   a. If you are graduating from more than one Program of Study, you must complete an application for each program.

> **Graduation Application**
>
> *Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit Commencement Information*
>
> Review My Academic Progress
>
> | Program of Study | Major | Applica... Status |
> |---|---|---|
> | Associate in Arts | Associate in Arts | Apply |

8. Fill out Required Fields
   a. Graduation Term
   b. Will you attend commencement?
   c. Shipping Address
   d. Gown Size
   e. Include name in commencement?
   f. Do you or your guests need any special accommodations? (optional)
9. Click Submit
   a. Button will turn blue if all required fields are selected

> Cancel   Submit

   b. If successfully submitted you will get a confirmation email sent to your *MTCC email* account and your *application status* will change to submitted.

> **Application Status**
>
> ⭐ ✓ Application submitted on 7/11/2023

   c. To make changes to your application, contact the Registrar's Office.