

# GRADUATION APPLICATION INSTRUCTIONS

## Step-by-Step Guide

### Getting Started with the Graduation Application

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1. All students must apply for graduation to receive their DMACC diploma(s). The graduation application is also where students indicate if they would like to participate in DMACC's Commencement Ceremony. March 1 is an important deadline for students wanting to participate in Commencement, as our deadline for ordering gowns and including the student's name in the Program occurs shortly after March 1.
2. Each term there are deadlines to apply for graduation:
  - a. Fall Graduates: November 1
  - b. Spring Graduates: March 1
  - c. Summer Graduates who will participate in Commencement: March 1
  - d. Summer Graduates: August 1
3. Students who are receiving more than one degree, diploma, and/or certificate need to include each program in their graduation application.
4. There is no fee for graduation.
5. Find more details about graduating from DMACC, as well as the Commencement Ceremony at: [www.dmacc.edu/registrar/graduation](http://www.dmacc.edu/registrar/graduation).



#### Graduation/ Commencement

- [Graduation Information](#)
- [Application](#)
- [Commencement](#)
- [Replacement Diploma](#)
- [Student FAQs](#)

6. You can **[APPLY FOR GRADUATION HERE](#)**
7. Once you click the link above, you will need to log into your myDMACC account to access the graduation application. If you don't remember your myDMACC account login details, please contact [techsupport@dmacc.edu](mailto:techsupport@dmacc.edu) or call 515-965-7300.



**CREDENTIALS &  
GRADUATION OFFICE**

515-964-6644  
[credentials@dmacc.edu](mailto:credentials@dmacc.edu)

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### Graduation Application: Page 1

**GRADUATION APPLICATION**

No prior graduation applications exist.

Please select a Completion Term and Campus from the choices below. Click on "Continue" button at the bottom of the page to proceed.

Completion Term \*

Campus \*

Entry Status

All Fields must be selected to proceed.

Continue

1. On the initial landing page, select a graduation Completion Term up to five years in the past, or up to one term in the future.
2. Select the DMACC Campus primarily attended. Online-only students, and TSA Homeland Security students, select Ankeny as your campus. Click Continue.

### Graduation Application: Page 2

**GRADUATION APPLICATION**

- Completion Term  
Summer 2024
- Campus  
Ankeny

**Select Programs**

Select the program(s) for which you are applying to graduate. You must select at least 1 program, and click on the "Continue" button below.

Program

Add

Program	Award Type	Concentration (If Any)

Page 1 of 0 Per Page 15 Records Found: 0

Continue

1. On page two, select your academic program(s) from the Program drop-down menu. Click the Add button for each program you intend to graduate from. The program(s) will be added in the table below. Once finished, click Continue.



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### Graduation Application: Page 3

**GRADUATION APPLICATION**

Program	Award Type	Concentration (If Any)
Accounting Certificate	CSP	

Page 1 of 1 Per Page 15 Records Found: 1

Please answer the questions below. For those questions you answer "Yes", list courses and colleges in the space provided for that question.

- Do you have any courses you have not registered for but will need to have completed for the degree(s) above?  
\*
- Do you have any course substitutions?  
\*
- Do you have any transcripts that have not been evaluated?  
\*

The program(s) you've applied to graduate from will be visible on the top of the page. You will now be prompted with three questions:

1. Do you have any courses you have not registered for but will need to have completed for the degree(s) above?
  - a. If you are applying to graduate from DMACC the following term, there are likely still course(s) left to complete, and registration may not have opened yet. List all courses left to take.
2. Do you have any course substitutions?
  - a. If you have worked with your academic department to submit a course substitution form, indicate "yes", and list the subbed course(s).
3. Do you have any transcripts that have not been evaluated?
  - a. If you have previously attended another college or university, and the transcript has not been sent to DMACC for evaluation, please indicate "yes."



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## Graduation Application: Page 4

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### GRADUATION APPLICATION

Please answer the ceremony question below.

Will you participate at the in-person DMACC graduation ceremony in Iowa? \*

DMACC's graduation ceremony is held annually in May. [Click here for Graduation Information](#)

[Continue](#)

1. Indicate if you would like to join DMACC's in-person graduation Commencement ceremony in Iowa. Answering "Yes" or "No" will impact the questions shown on the following page.
2. All diplomas are mailed to graduates approximately six weeks after the end of the semester, whether you choose to participate in commencement or not.
3. Participation in Commencement ceremonies are free of charge.



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### Graduation Application: Page 5

**GRADUATION APPLICATION**

Please enter ceremony data below.

Height \*

Feet  Inches

Gown Size \*

Select Gown Size

Campus Choice \*

Select Campus

(The special accommodations listed below, if any, are those requested for the graduating student only.)

Ceremony Accommodations:

If you would like your graduation announcement placed in an Iowa newspaper, please select from the list below.

#1

Select Newspaper

#2

Select Newspaper

If you select “Yes” to attend the in-person Commencement ceremony, you will see additional questions:

1. Enter your height.
2. Your gown size. This should match your sweatshirt size.
3. Enter your Campus Choice. Ankeny, Newton, Online, Urban, and West all participate in the Metro Commencement in Des Moines, Iowa. Boone and Carroll hold their own ceremonies on those respective DMACC campuses.

All students, regardless of whether they participate in a Commencement ceremony, will be asked if they would like their graduation announcement posted in an Iowa newspaper. You can select up to two newspapers.

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### Graduation Application: Page 6

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1. Your information should automatically populate into page six of the Graduation Application. You should see:
  - a. Your name. The name entered on this page is *exactly* how it will print on your diploma(s).
  - b. Your address. The address entered here is where the diploma will be mailed six weeks after the graduating term has finished. If you plan to move after graduation, please carefully consider where to mail the diploma(s). Replacement diploma(s) are \$10 each.
  - c. Your email address.
  - d. Your phone number.
2. **CAREFULLY REVIEW THIS INFORMATION. IT IMPACTS THE NAME PRINTED ON THE DIPLOMA AND WHERE THE DIPLOMA IS MAILED.**



# GRADUATION APPLICATION INSTRUCTIONS

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### Graduation Application: Page 7

#### GRADUATION APPLICATION

Please review the information below. The name below will appear on your award, and your award will be mailed to the address below. If all is correct, then click on the **Submit Application** button at the bottom of the page to submit your graduation application. If not correct, click on the **Start Over** button.

Name:

DMACC Graduation Office

Address:

2006 S Ankeny Blvd Ankeny IA 50023

Phone:

515 964 6644

Email:

credentials@dmacc.edu

#### Program Summary: Spring 2024

Program	Award Type	Concentration (If Any)
Homeland Security Certificate	CSP	

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#### Graduation Questions:

Do you have any courses you have not registered for but will need to have completed for the degree(s) above?

No

Do you have any course substitutions?

No

Do you have any transcripts that have not been evaluated?

No

#### Newspaper Announcement:

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1. The final page of the graduation application is an overview of the details entered on pages one through six. Again, please carefully review the details before submitting. There is no back button on this form, so you will need to click “Start Over” if an error is made.
2. Once you have confirmed the information is correct, click the “Submit Application” button to send the form electronically to the Graduation office.
3. If you later determine that you want to submit another graduation application for a different program or term, follow the same process from the beginning.
4. Questions? Contact the Graduation office at 515-964-6644 or [credentials@dmacc.edu](mailto:credentials@dmacc.edu)



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[credentials@dmacc.edu](mailto:credentials@dmacc.edu)