

SUMMER 2023 Graduation Application Instructions and Information

Graduation Application Dates

- **Summer Graduation Application Dates: May 26th through August 11th**
- **Fall Graduation Application Dates: September 29th to December 15th**

The completion of a Graduation Application does not guarantee that you will graduate. A degree audit will be completed by your academic advisor to determine your eligibility.

Steps to Apply

Step 1: Log into the **Data Portal** under “My Graduation Applications and Transcripts.” Select the program that you are applying for and click “Apply.”

Step 2: Your **DIPLOMA** will be sent 6 to 8 weeks after the degree conferral date to the mailing address listed in the data portal. The name on your diploma will be your legal name which appears in the data portal. Please send any questions or corrections regarding this information registrar@muih.edu

Next Steps- Signature Releases

Step 4: Finance- There is a mandatory \$75 graduation fee that **must** be paid to the finance department. To pay the fee by credit card click here: <https://muih.edu/admissions/tuition-fees/tuition-payment/> Students with an outstanding balance will be ineligible to receive an official transcript or a diploma and a finance hold will be placed on your account. Contact studentaccounts@muih.edu with questions.

Step 5: Financial Aid Exit Interview- If you have used financial aid while at MUIH, you will need to complete your exit counseling at **www.studentloans.gov**. Once you have completed your exit counseling, email the confirmation to the Office of Financial Aid **financialaid@muih.edu** or if you did not use financial aid to notify the financial aid office to complete your application.

Step 6: Health- If applicable, verify that all health requirements have been met. Please contact Melissa Cahill, Director of Human Enrichment mcahill@muih.edu (443) 906-5765.

Step 7: Clinic- If you require a signature to check out of clinic please do the following:

- All acupuncture students should contact Michelle McNear at mmcnear@muih.edu or (443) 906-5795 to check-out of clinic.
- Yoga Therapy students should contact the faculty member for YOGA646 to check-out of clinic
- Nutrition students who completed clinical work in the NCC must contact your On Campus Nutrition Clinic Coordinator
- If applicable, any other students in clinical on campus at the Natural Care Center should contact Michelle McNear, Director of Clinic Operations at mmcnear@muih.edu

Step 8: Library: At the **end of the trimester**, the library will review and sign applications if your library account has a zero balance. Library materials can be returned at the Library Desk, the interior or exterior Book/Media Return. Library fines can be paid at the Library Desk or by phone 443-906-5782. You will not see a signature release from the library until the trimester has ended.

FREQUENTLY ASKED QUESTIONS

What is my graduation date? The graduation date is also commonly referred to as a degree conferral date. This is the date which will be on your official transcript. You can find the degree conferral date for this trimester on the [academic calendar](#).

When is commencement? Visit commencement.muih.edu for more information and to register to participate in the commencement ceremony and order your regalia.

What is the difference between graduation and commencement? Graduation is completion of all degree requirements as recorded on the official transcript. Commencement is the ceremony that celebrates the completion of a degree. Applying for graduation is required whether or not you attend the commencement ceremony. Participation in the commencement ceremony is optional and does not imply that you have officially graduated.

Will I have access to my e-mail after graduation? Yes. Your MUIH e-mail account will never expire.

Will I keep access to my Canvas course materials after graduation? No. Access to Canvas will be cut-off upon graduation. You are advised to download any course materials that you wish to retain in advance of this end date.

Will I still be able to log into the Data Portal after graduation? Access to your Data Portal will end approximately two months after your graduation is processed.

Will I still be able to use MUIH's Office 365 suite after graduation? For approximately three months after your graduation is processed you will retain access to Office 365 and after that you will lose access and functionality to programs such as Word, Excel, SharePoint, and PowerPoint. This also impacts documents that are attachments or included in emails. You

should be able to open and read these documents but will not be able to edit them. Prior to losing access to this functionality, you are encouraged to download and save any documents that are important to you or you may want to edit in the future.

Does MUIH have an Alumni Association? Yes. Please visit the following website for further information: <https://muih.edu/campus/alumni-affairs/>

When will I receive my diploma?

Diplomas are mailed 6-8 weeks after graduation.

How can I order an official transcript?

Information about ordering an official transcript can be found here:

<https://muih.edu/academics/office-of-the-registrar/academic-records-transcripts/>