



**Graduation and Commencement
December 18, 2020 and May 8, 2021**

You must apply to graduate even if you do not plan to attend commencement.

**Deadline to apply for December 2020: May 1, 2020
Deadline to apply for May 2021: October 1, 2020**

Checklist:

1. **Submit Graduation Application online at my.butler.edu. in the Student Center.** On the “Other Academics” tab, choose the Apply for Graduation option and click on the Apply for Graduation link. Select the term you will complete all requirements, click on Continue, and then click on Submit Application. NOTE: If you need to take coursework in the summer after May commencement, you should apply for August 2021 graduation and you will need your dean’s permission in writing to participate in the May commencement ceremony.
2. **Provide us with your name as you want printed on your diploma.** At my.butler.edu in the Student Center, scroll down to the Personal Information section and click on Names. Click on Add a New Name and in the drop down box pick Degree Name. Put in your name **exactly** as you want it printed on your diploma and click Save.
3. **Please check your transcript in My.Butler to see that you have officially declared all majors and minors that you will be completing.** You will not be able to graduate with a major/minor that you have not declared. Visit your Dean’s Office to make any necessary adjustments to your declared majors and/or minors.
4. **Keep your home and local addresses updated** (you can do this in my.butler.edu) to ensure that all mailings reach you. You will receive information from the Office of Student Affairs later in the semester regarding commencement, tickets, cap and gown, etc.
5. For detailed information regarding how courses you have taken are being used to fulfill degree requirements, please consult your personalized academic advising audit, which can be accessed by clicking the “Academic Advisements” link from the Student Center page in my.butler.edu. **This audit also shows the courses you can take to fulfill the remaining degree requirements.**
6. If you have questions about any core/university requirements remaining, please feel free to come by JH180 when you are on campus and someone would be happy to go over your audit with you. You can also email your questions to registrar@butler.edu. For questions regarding major/minor requirements, please check with the appropriate department.

LIFE AFTER BUTLER

From the time you apply for graduation up until one year after you have graduated, you are entitled to a maximum of five free transcripts. After that, there is a fee for each transcript. Current fee is \$9.00 per copy. Contact Registration and Records to obtain your free transcripts. Additional transcripts may be ordered online thru the [National Student Clearinghouse](#).

The Registration and Records Office is available by telephone at 317-940-9203 and by Fax at 317-940-6539. We are happy to answer your questions about graduation, Commencement, enrollment verifications and/or transcripts.