1. Log in to PROWL

2. Click on Student Services

3. Click on Student Records

4. Click on Apply for Degree
5. Curriculum Selection
   a. Select latest curriculum term
   b. Select program to apply for
   c. Click the Continue button

6. Graduation Term Selection
   a. Select Graduation (degree) term – when do you want to be awarded the degree?
   b. Click the Continue button.
7. Diploma Name Selection
   a. Select name from list or click new to manually enter name fields (cannot edit Last name)
   b. Make any desired edits to first or middle names or suffix
   c. Click the Continue button

8. Mailing Address for Diploma
   a. Select address from list or choose new to manually enter
   b. Make any desired edits to address information
   c. Click the Continue button

9. Graduation Application Summary
   a. Review information
b. Click Submit Request to complete the application

10. Acknowledgment Displayed
   a. Review the information presented on Acknowledgement page.

   b. You will be automatically coded to participate in next scheduled Commencement ceremony and to include your name in the Commencement program.
   c. If you do not want to participate in the ceremony, or you do not want your name in the Commencement program, please contact the Office of the Registrar (registrar@lmu.edu).

11. To view your Degree Applications, click on the View Degree Information link in the Student Records menu.
The Degree Status will initially show as Applied for Degree until your Degree Works audit can be reviewed. After review, the status will be updated to one of the following:

- **Deg Pending Final Audit Eval**
  This status indicates that your Degree Works audit shows all requirements as currently met.

- **Degree Audit Shows Unmet Reqs**
  This status indicates that you still have outstanding (missing) requirements on your Degree Works audit. You will need to complete these missing requirements prior to your degree being awarded. You should contact your Academic Advisor or Associate Dean’s office for assistance in determining the best way to complete any outstanding degree requirements.

**Please note:** Under all conditions, the current status of your Degree Works audit is correct. The status of your audit supersedes the Degree Status you see in PROWL.