

## Graduation Application Instructions

Pending successful completion of your program, your diploma will be ordered and there is important information that is needed before this can be done.

You will need you to let us know how you want your name to appear on your diploma and update any information that needs to be updated.

Please go to your Olivet portal ([my.olivet.edu](http://my.olivet.edu)) as soon as possible to fill out or update this information.

1. Sign into your Olivet portal at ***my.olivet.edu***.
2. Click on the **Self-Service** button on the top right side.
3. Click on your **Username** on the upper right and then click on **User Profile**. This is where you will update your **mailing address, personal email address** and **cell phone number**. This is needed for the delivery of your diploma electronically and by mail.
4. Go back to Self-Service and click on the **Graduation** tile. This is where you will submit your **diploma** and **graduation information**.

If you have any questions or concerns, please contact the Registrar at (815) 939-5201 or [registrar@olivet.edu](mailto:registrar@olivet.edu).