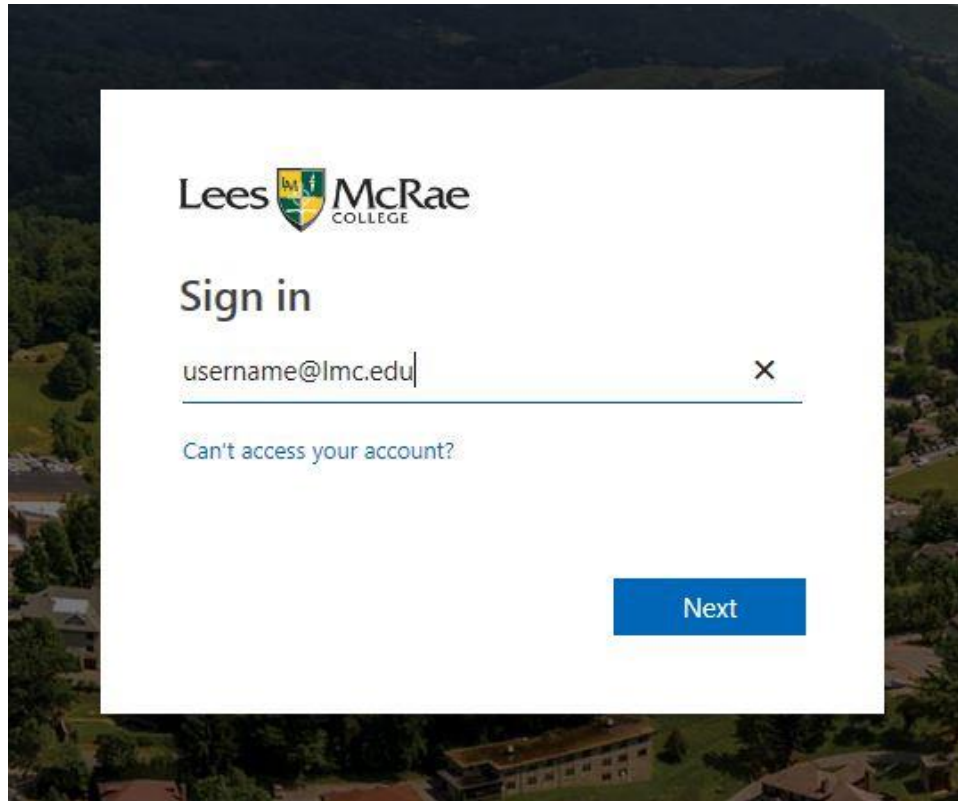


# Applying for Graduation in Montibus

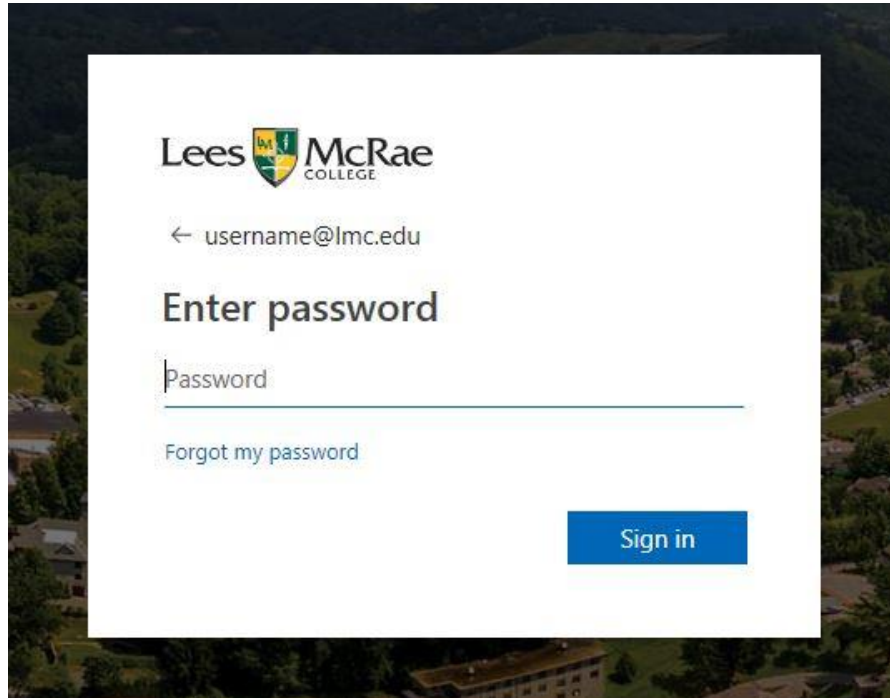


Log in to Montibus at <https://montibus.lmc.edu> using your full email address (including @lmc.edu).



Fill in your Lees-McRae email password and click **Sign in**.

If you've forgotten your password, click the **Forgot my password** link.



### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No

Yes

If you are using a personal and private computer, you can select Yes to reduce the amount of logins. Otherwise for account security, please select No.

After logging in to Montibus, click on the **Graduation Overview** tab.



### Graduation Overview

Here you can view and submit a graduation application.

On this page, you can find information regarding commencement, review your academic progress, as well as apply for graduation. When you're ready to apply for graduation, click the **Apply** link.

## Graduation Application

*Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)*

[Review My Academic Progress](#)

Program of Study	Major	Application Status
BA Business Administration	Business Administration	<a href="#">Apply</a>

Select the term in which you will be graduating.

## Graduation Application

[Back to Programs of Study](#)

### Name and Hometown

Full Name

Test Student

Graduation Term \*

Spring 2020 Semester ▼

Please Select Graduation Term

Fall 2019 Semester

Spring 2020 Semester

Summer 2020 Semester

### Program of Study

BA Business Administration

Diploma

Bachelor of Arts

Major

Business Administration

If you will be attending commencement and plan to pick up your diploma, your screen will look like this. Simply fill in the number of guests you expect to have attending, and click **Submit**.

Your application for graduation is now completed and will be sent to the Registrar's office for review.

If you will not be attending commencement, continue to the next page.

### Commencement Details

Will you attend commencement?

Do you plan to pick up the diploma?

Number of Guests (Maximum 100) \*

Cancel

Submit

---

If you will not attend commencement but *will still pick up your diploma*, your screen should look like the one to the right. Once satisfied, click **Submit**.

### Commencement Details

Will you attend commencement?

Do you plan to pick up the diploma?

Cancel

Submit

If you will not attend commencement and *will not pick up your diploma*, you must specify to which address the diploma will be mailed. Once satisfied, click **Submit**.

### Commencement Details

Will you attend commencement?

Do you plan to pick up the diploma?

#### Diploma Mailing Address

Ship to preferred mailing address

111 Main Street  
Banner Elk, NC 11111  
UNITED STATES

Ship to a new address

Cancel

Submit

If you need to specify a new address to ship to, see the next page.



If you need your diploma shipped to an address other than the one on file, please click on the **Ship to a new address** button, and fill out the address information. Once you are satisfied with the new address, click **Submit**.

Diploma Mailing Address

Ship to preferred mailing address

111 Main Street  
Banner Elk, NC 11111  
UNITED STATES

Ship to a new address

Outside US/Canada

Address Line 1 \*

Address Line 2

City \*

State/Province \*

ZIP/Postal Code \*

Cancel

Submit

Once you have submitted your application, you will receive an email from registrar@lmc.edu to your LMC email address with text similar to the paragraphs below.

*Thank you for submitting your graduation application. If you are a main campus student, please schedule an appointment with Kathy Henson in the Registrar's Office for an official graduation audit.*

*Information regarding graduation (location, graduation practice, cap and gown, etc.) will be sent to your campus email and home address sometime in January or February.*

*If you have questions, please let me know at hensonk@lmc.edu or (828)898-8856.*

Please be sure to follow instructions in the email to make sure your application for graduation is properly processed.