
How to Apply to Graduate

1. Begin by going to your [My DC](#) homepage.
2. Select the “**Self Service Log In**” at the top right



SELF SERVICE LOG IN

3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your postal code, all capitals and no spaces (i.e. L1G0C5).

If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).

4. Click **Student Information**
5. Click **Registration**
6. Click **Application for Graduation**
7. Follow the steps on the page:
 - a. STEP 1: Name, Program, Mailing Address and Phone Number Verification
 - Confirm that your name and program are listed properly
 - Confirm your mailing address
 - Update phone number (if needed)
 - b. STEP 2: Convocation Details
 - Confirm attending convocation
 - Indicate number of guests
 - Select your height for the appropriate gown size
 - c. STEP 3: Submission.
 - Select “Submit” to apply to graduate
8. **If you have any issues please email convocation@durhamcollege.ca**