1. The student will go to their SIS account and under Academics they will click on Graduation.
2. The student will then select the program and the semester they wish to apply to graduate.
3. The student will confirm they wish to apply to graduate.

...
4. The student will then verify their primary name that will be printed on their diploma, and their diploma mailing address.
   a. If the primary name is incorrect they will need to contact UREG to updated this information
   b. If the diploma mailing address is incorrect the student has the ability to update the address information
      i. If the student forgot to update their diploma mailing address they can go back in at a later time and update it
Edit Diploma Address

You are editing your "Diploma Address" address. View all of your addresses under My Information.

Address Information

Country: United States
Address 1: 1001 N. Emmet St
City: Charlottesville
State: Virginia
Zip Code: 22904
County

Cancel
Save
5. The student will see their status change to Applied for Graduation within a few seconds after applying to graduate.
   a. Student can view their applied to graduation status at any time.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Expected Graduation Term</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences Undergraduate</td>
<td>2020 Spring</td>
<td>Applied for Graduation</td>
</tr>
</tbody>
</table>

Degree: Bachelor of Arts
Major: Foreign Affairs (BA)