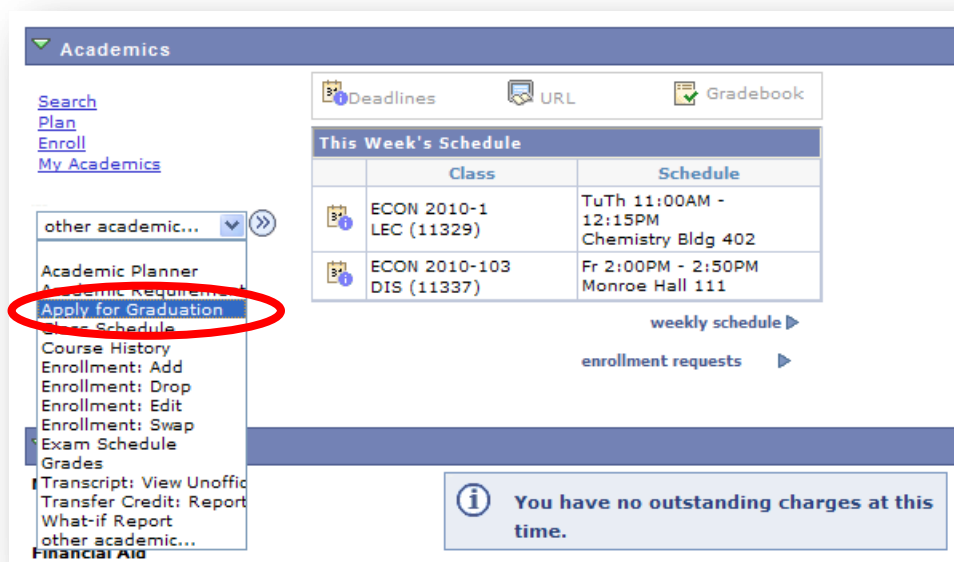


# Apply for Graduation

## Student Center view

In addition to completing any necessary graduation-related processes with your school and/or department, you will need to complete a graduation application in the SIS for the semester in which you are graduating. You will be notified by your school when the SIS application for graduation is available for a given semester.

1. In the **Student Center**, select **Apply for Graduation** from the drop-down menu.



Alternately, you can click on the **My Academics** link and then **Apply for graduation** from that page.

The screenshot shows a web interface with a navigation bar at the top containing buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the navigation bar is a section titled 'My Academics'. On the left side of this section, there are three boxes. The first box, 'Academic Requirements', contains links for 'View my advisement report', 'Create a what-if scenario', and 'View my advisors'. The second box, 'Transfer Credit', contains links for 'View my transfer credit report', 'View my course history', and 'View my unofficial transcript'. The third box, 'Graduation', contains the link 'Apply for graduation', which is circled in red. On the right side of the 'My Academics' section, there is a 'My Program:' area with a tree view showing the user's program details: Institution - University of Virginia, Career - Graduate, Program - Education Graduate, Major - Admin & Supervision (MED), Career - Undergraduate, Program - Arts & Sciences Undergraduate, Major - Government (BA), and Major - History (BA-2mj).

2. On the **Select Program and Degree** page, verify from which Academic Program you are graduating. The system will display your current degree application status, and prevent you from applying multiple times.

**Note:** Most students will have only one choice, but dual-degree students can choose from all active programs. If you are receiving both degrees in the same semester, complete the application process twice, once for each program.

**Apply for Graduation**

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**Select Program and Degree**

Select the academic program in which you wish to apply for graduation by clicking on its description.

**Select an Academic Program**

**Academic Program** [Education Graduate](#) **Career** Graduate

Current degree application status: Not Applied

**Degree** Master of Education

**Major** Admin & Supervision (MED)

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**Academic Program** [Arts & Sciences Undergraduate](#) **Career** Undergraduate

Current degree application status: Not Applied ←

**Degree** Bachelor of Arts

**Major** Government (BA)

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**Major** History (BA-2mj)

3. On the **Select Graduation Term** page, confirm the term in which you are graduating. The terms from which you can select, and the dates during which an application can be submitted for a given term, are controlled by the system. Usually, only one term is available at a time.

**Apply for Graduation**

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**Select Graduation Term**

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

<b>Program</b>	Arts & Sciences Undergraduate	<b>Career</b>	Undergraduate
<b>Degree</b>	Bachelor of Arts		
<b>Major</b>	Government (BA)		
<b>Major</b>	History (BA-2mj)		

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Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

**Expected Graduation Term**

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**Graduation Instructions**

**In addition to this on-line application, be sure to complete any additional graduation materials that may be required by your school.**

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- 4.a. The next page displays your primary name and, if one already exists, a diploma name. Your primary name will appear on your diploma unless you enter a diploma name (which will appear only on the diploma). If you wish to add or edit a diploma name, click on the "Edit" button to be taken to the name change process.

**Note:** If you elect to add or edit a diploma name, you will be taken to another page and will need to return to this process to begin the application process again from the start.

**Apply for Graduation**

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**Verify Graduation Data**

Verify that all data is correct.

If the academic program/degree is not correct, click the [Select Different Program](#) button to select a different value.  
If the term is not correct, click the [Select Different Term](#) button to select a different value.

If everything is correct, click the [Submit Application](#) button to continue the process.

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<b>Program</b>	Arts & Sciences Undergraduate	<a href="#">Career</a>	Undergraduate
<b>Degree</b>	Bachelor of Arts		
<b>Major</b>	Government (BA)		
<b>Major</b>	History (BA-2mj)		

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**Expected Graduation Term**      2009 Fall

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**Graduation Instructions**

**In addition to this on-line application, be sure to complete any additional graduation materials that may be required by your school.**

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**Diploma Name Instructions**

Your Primary name as displayed below will be printed on your diploma unless you provide a "Diploma" name. Use the Edit button to add a Diploma name. Then, return to this page to complete the graduation application process.

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<b>Primary</b>	Benjamin Paul Abrahamson	<a href="#">Edit</a>
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[SELECT DIFFERENT PROGRAM](#)      [SUBMIT APPLICATION](#)

[SELECT DIFFERENT TERM](#)

- 4.b. If you select “Edit”, you will be taken to the name change page and will click on the “Add a New Name” button to add a diploma name.

The screenshot shows a web interface with two tabs: "Personal Information" and "Participation". Under "Personal Information", there are sub-tabs: "addresses", "names", "phone numbers", "email addresses", "emergency contacts", and "demographic information". The "names" sub-tab is active. Below the sub-tabs, the heading "Names" is followed by the text "View, add, change or delete a name." and "Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use." A table with two columns, "Name Type" and "Name", contains one row: "Primary" and "Benjamin Paul Abrahamson". Below the table, a green button labeled "ADD A NEW NAME" is circled in red.

- 4.c. Select **Diploma** from the **Name Type** drop-down menu, enter your desired diploma name, and then click “Save”. Return to the Student Center and begin the application process anew.

The screenshot shows the "Names" page with the heading "Add a new name". Below the heading is the text "Enter your name information below. Each name must have a type associated with it to indicate how you use that name." A blue bar contains the text "Add a new name". Below the bar, the form fields are: "Name Type:" with a dropdown menu showing "Diploma" (circled in red); "Format Using:" with a dropdown menu showing "English" and a link "Change Format"; "Prefix:" with a dropdown menu; "First Name:" with a text input field containing "Benjamin"; "Middle Name:" with a text input field containing "P."; "Last Name:" with a text input field containing "Abraham"; "Suffix:" with a dropdown menu showing "Junior"; and "Date new name will take effect" with a date input field containing "09/18/2009" and a calendar icon, with the text "(example: 12/31/2000)". At the bottom left is a green "SAVE" button, and at the bottom center is a blue link "Return to Current Names".

- 4.d. If you do not need to enter or edit a diploma name or have already entered one, click the “Submit Application” button to complete the process.

**Apply for Graduation**

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**Verify Graduation Data**

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.  
If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

<b>Program</b>	Arts & Sciences Undergraduate	<b>Career</b>	Undergraduate
<b>Degree</b>	Bachelor of Arts		
<b>Major</b>	Government (BA)		
<b>Major</b>	History (BA-2mj)		
<hr/>			
<b>Expected Graduation Term</b>	2009 Fall		

**Graduation Instructions**

**In addition to this on-line application, be sure to complete any additional graduation materials that may be required by your school.**

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**Diploma Name Instructions**

Your Primary name as displayed below will be printed on your diploma unless you provide a "Diploma" name. Use the Edit button to add a Diploma name. Then, return to this page to complete the graduation application process.

<b>Primary</b>	Benjamin Paul Abrahamson	<a href="#">Edit</a>
<b>Diploma</b>	Benjamin P. Abraham Jr.	

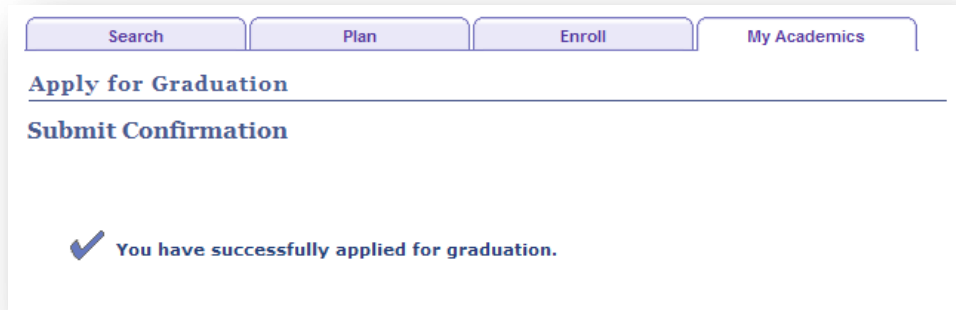
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[SELECT DIFFERENT PROGRAM](#)

[SUBMIT APPLICATION](#)

[SELECT DIFFERENT TERM](#)

5. Your SIS graduation application is now complete. Remember to complete any additional steps that may be required by your school.



6. You can verify that you are a degree candidate at any time by selecting the Apply for Graduation link in the Student Center to see your current degree application status.

