INSTRUCTIONS FOR ONLINE GRADUATION APPLICATION

- Log in to SIS. Under the “Student Services” tab, click the Graduation Menu.
- Click “Apply For Graduation”
- Select current program and click “continue”. Please note that if you are doing two degrees, you will need to apply for each degree.
- Please choose the correct expected graduation date.
- Your diploma name appears on this screen. You are only allowed to change your middle name to either full name, middle initial or you can leave it blank.
- Select the address where you want your diploma mailed. You have a choice of using the permanent address we have on file or you can give us a new address. Once you choose an address click “continue”.
- The address you choose will show on this screen and allow you to make any changes. Once changes are made click “continue”.
- The next screen will show you all the information regarding your graduation application. If this information is correct, please click “Submit Request”. If you see a mistake, you will need to exit and start again.
- After you submit your request you will receive this confirmation page which includes further instructions.

Graduation Application Confirmation

Congratulations Brenda! Your application for graduation has been received.
At this time, you should run a Degree Evaluation.
If there are any course substitutions or waiver of degree requirements make sure your department notifies the Registrar’s Office. You can confirm the changes have been processed by running your degree evaluation.
We strongly encourage you to review your degree requirements with your department advisor.
Please watch your campus email for all information regarding the commencement ceremony.

Please note, if you have missed the graduation deadline there is a possibility that you may be excluded from the commencement program and may not have received important emails regarding the ceremony. See the Registrar’s website for all ceremony information and deadlines.
If for any reason you need to change your graduation date, major or minor, or diploma name, please follow these instructions:

- Log into SIS and go to “Student Services” tab.
- Click the “Update Graduation Application” link.
- Please fill in all the information on the Update Graduation Application. This will be sent to the Registrar’s Office and will be processed. Please allow two business days for the corrections.

Update Graduation Application

Submit Update Request