

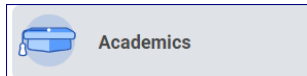


## Apply for Graduation (Program Completion)

This quick reference guide will cover how to apply for graduation, also known as **Program Completion**

### Process: Apply for Graduation

1. From the home screen click the Academics application. The Academics dashboard provides links and information about your academic record.



2. Under the *Academic Records* section, click **Apply for Program Completion**.



3. If the **Academic Record** field does not default, select the appropriate value in this field. This field is required.

**NOTE:** You will need to adjust your Expected Completion Date.

4. On the **Apply for Program Completion** page, you will select the program(s) of study to complete or graduate from.
5. In the **Name** field, your Legal name will default. If you want your preferred name, edit your legal name.
6. In the address field, the current address in WD will default to your home address.
7. Check the box after RSVP for Commencement.



8. Change your **Expected Completion Date**.
  - a) Spring Date 5/31/20XX
  - b) Summer Date 7/31/20XX
  - c) Fall Date 12/31/20XX
9. Use the **Apply** checkbox(es) to select all program(s) you wish to complete.
10. Check the **Confirm** checkbox. This is required.

**NOTE:** Please be aware, you will not have a registration appointment for the following term of the expected completion term.

11. Click **Submit** and then **Done**. Your application will now be submitted.