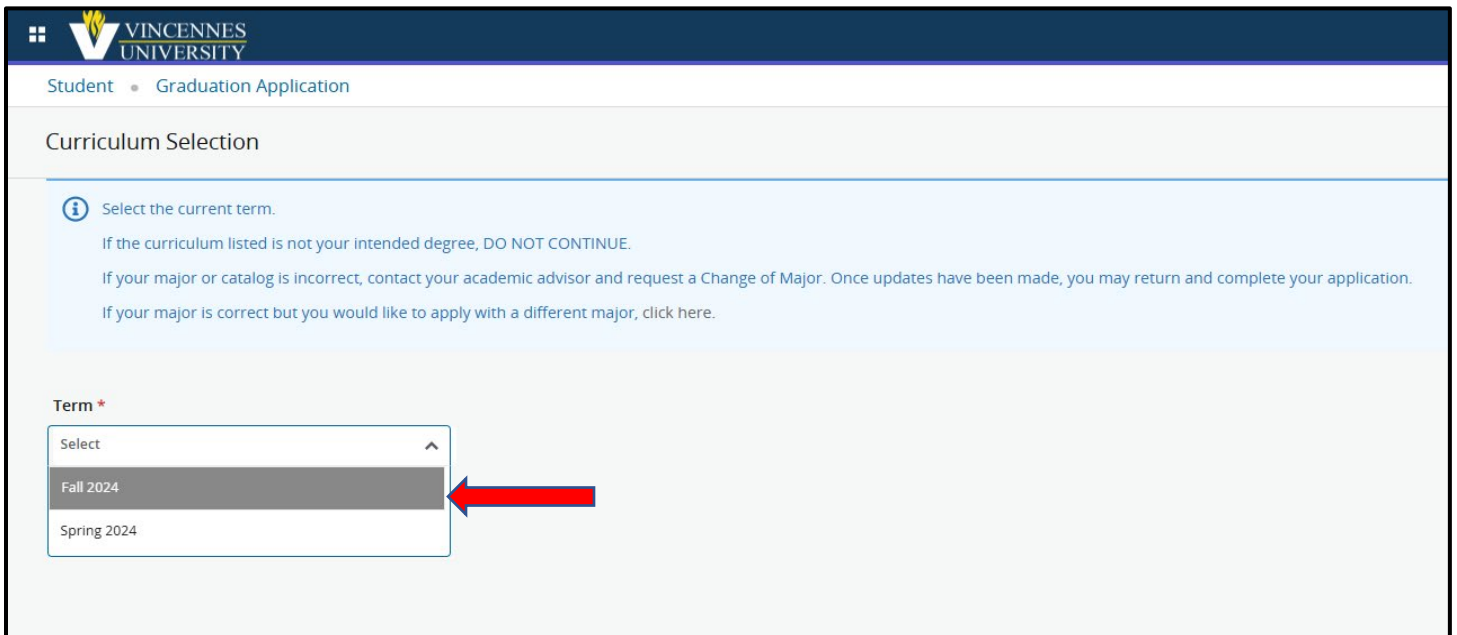


# Graduation Application: A Step-by-Step Guide

1. Select “Application to Graduate” from your Student Dashboard navigation menu.

The screenshot displays the Vincennes University Student Dashboard. At the top, the university logo and name are visible. Below the header, the navigation path 'Student • Student Dashboard' is shown. The main content area is titled 'Student Dashboard' and includes a dropdown menu for the current term, set to 'Fall 2024 Current term'. A sidebar on the left contains several navigation options: 'Curriculum and Courses', 'Prior Education and Testing', 'Unofficial Transcript', 'Degree Works', 'Student Schedule', 'Application to Graduate' (highlighted with a red arrow), 'View Application to Graduate', and 'View Grades'. The main content area is divided into two columns. The right column contains sections for 'Student Information' (with a 'Notes: 0' indicator), 'Bio Information' (listing fields like Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizen, Citizenship, Emergency Contact, and Emergency Phone), 'General Information' (with an information icon and listing fields like Level, Class, Status, Student Type, Residency, Campus, First Term Attended, Last Term Attended, and Leave of Absence), 'Graduation Information' (listing fields for Graduation Applications, Awarded Degree, Term, and Date), and 'Advisors' (listing Primary / Academic).

2. Select a term to populate degree information. **\*NOTE:** This may not be your graduation term and will not impact your graduation date.



VINCENNES UNIVERSITY

Student • Graduation Application

### Curriculum Selection

**i** Select the current term.

If the curriculum listed is not your intended degree, DO NOT CONTINUE.

If your major or catalog is incorrect, contact your academic advisor and request a Change of Major. Once updates have been made, you may return and complete your application.

If your major is correct but you would like to apply with a different major, [click here](#).

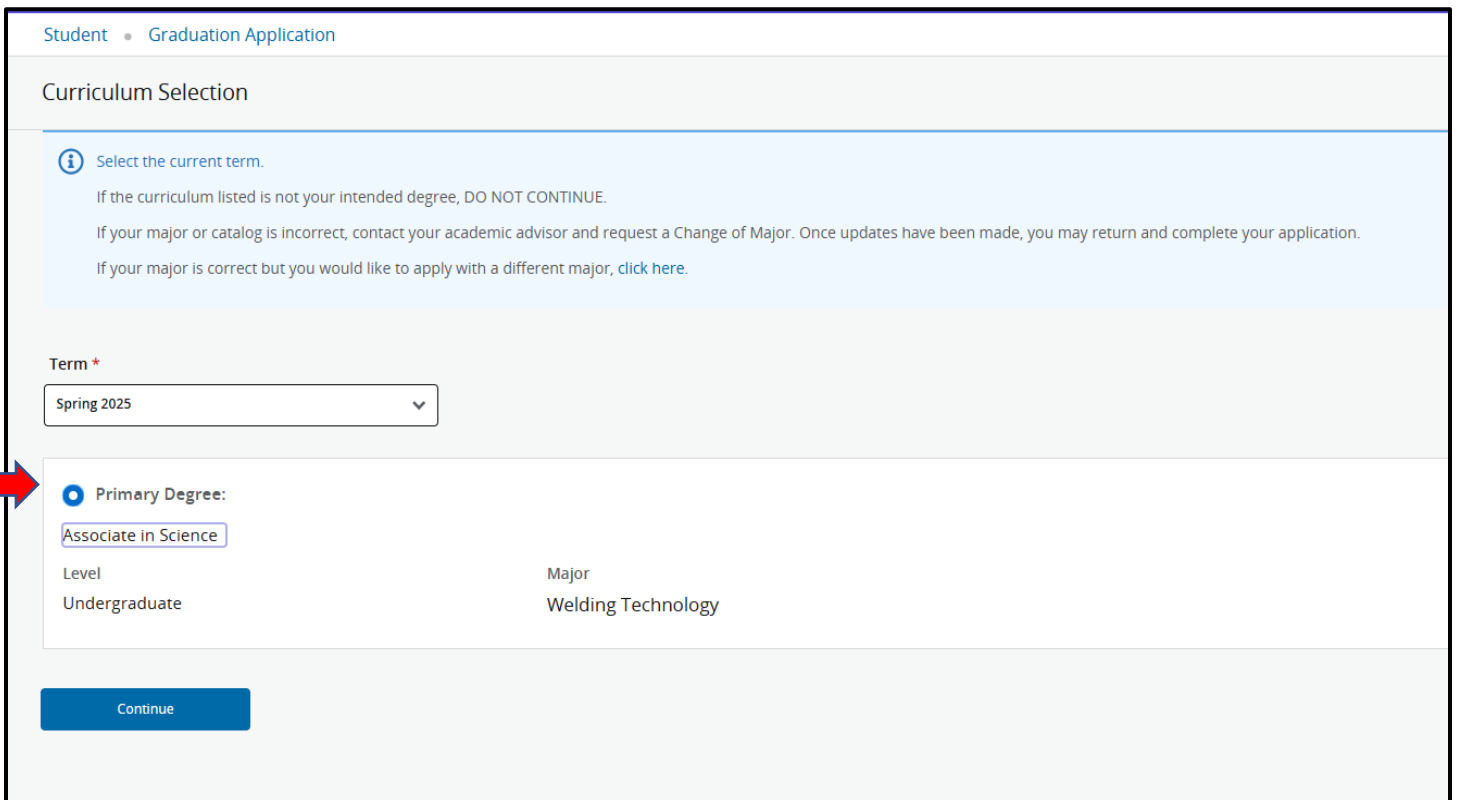
Term \*

Select

Fall 2024

Spring 2024

3. Select the Degree/Major you will be completing and click Continue. If the major listed is not what you would like to graduate with, **STOP**. Follow the guidance provided in the **i** section.



Student • Graduation Application

### Curriculum Selection

**i** Select the current term.

If the curriculum listed is not your intended degree, DO NOT CONTINUE.

If your major or catalog is incorrect, contact your academic advisor and request a Change of Major. Once updates have been made, you may return and complete your application.

If your major is correct but you would like to apply with a different major, [click here](#).

Term \*

Spring 2025

Primary Degree:

Associate in Science

| Level         | Major              |
|---------------|--------------------|
| Undergraduate | Welding Technology |

Continue

- ❖ If the major listed is incorrect, contact your academic advisor and request a Change of Major. Once the change has been made, you may return and complete your application.
- ❖ If the major listed is correct but you would like to apply with a different or additional major, select the “**click here**” link in the blue Help Text to complete the Alternative Graduation Application.

#### 4. Select the date you plan to graduate (i.e. when all program requirements will be met).

The screenshot shows a web form titled "Graduation Date Selection". At the top, it says "Student • Graduation Application". Below that is a section for "Current Degree & Major" with a collapse arrow on the right. A red arrow points to this arrow. Underneath, there are fields for "Level" (Undergraduate), "Campus" (Vincennes), and "Major and Department" (Indiana College Core, Misc Humanities). A red box highlights the text "To see your full degree and major, click the arrow to expand" with a red arrow pointing to the collapse arrow. Below this is a "Graduation Ceremony Attendance" section, followed by a "Graduation Date" dropdown menu. A red arrow points to the dropdown menu. At the bottom are "Back" and "Continue" buttons.

### Graduation vs. Commencement

**Graduation** is the official completion of all academic and program degree requirements, while **Commencement** is the formal ceremony that celebrates that achievement. Participating in commencement does not equate to receiving your degree.

**Fall graduates** will have completed all degree requirements upon the completion of the fall semester and may participate in the **Mid-Year Commencement Ceremony**.\*

**Spring graduates** will have completed all degree requirements upon the completion of the spring semester and may participate in the **Spring Commencement Ceremony**.\*

**Summer graduates** will have completed all degree requirements upon the completion of the summer semester and may participate in the **Spring Commencement Ceremony**.\*

*\*Only students who have been reviewed and deemed eligible by the Registrar's Office may participate in the Commencement ceremony and have their name included in the Commencement program.*

5. From the dropdown box, select your **Current Name** or select **New** to enter your name as it should appear on your diploma.

Diploma Name Selection

Current Degree & Major  
Certificate of Graduation

Enter the name to be printed on your diploma. Use "One of your Names" to...

Name  
Jane A. Doe

Select a Name for your Diploma \*

Select

New

Current Name (Jane A. Doe)

❖ Only middle name and suffix changes are permitted on the application.

❖ For legal name changes, complete the Change of Legal Name/Legal Gender form located on the Registrar's Office webpage.

Name  
Jane A. Doe

Select a Name for your Diploma \*

New

First Name  
Jane

Middle Initial  
If applicable, enter middle name changes here

Last Name  
Doe

Suffix  
If applicable, enter suffix changes here

Back Continue

6. Select or enter a new mailing address for graduation communications and your diploma and Continue.

The screenshot shows the 'Mailing Address For Diploma' form. At the top, there is a header 'Mailing Address For Diploma'. Below it is a blue information banner that says 'Please select State (Province) and Zip (Postal Code) or select Nation'. Underneath is the section 'One of your Addresses \*'. A dropdown menu is open, showing 'Select' at the top, 'New' (highlighted in grey), 'Mailing 1002 N. 1<sup>st</sup> Street', and 'Parent 1002 N. 1<sup>st</sup> Street'.

❖ Adding a new mailing address is **not** an official change of address. To officially change the mailing address on your student record, you must complete a Change of Contact Information form located on the Registrar's Office webpage.

The screenshot shows the 'Mailing Address For Diploma' form with the 'New' option selected in the dropdown. The form contains the following fields: 'Street Line 1 \*' (text input), 'Street Line 2' (text input), 'Street Line 3' (text input), 'City \*' (text input), 'State or Province' (dropdown menu), 'Zip or Postal Code' (text input), and 'Nation' (dropdown menu). At the bottom, there are 'Back' and 'Continue' buttons.

## 7. Graduation Application Summary – review all information to verify accuracy.

- If no corrections are needed, click **Submit Request**.
- If changes are needed, click **Back** and make the desired changes. Continue through each page until you have again reached the Application Summary page and click **Submit Request**.

\*NOTE: The application must be completed and submitted in one session. You cannot partially complete the application and resume at a later time. All progress will be lost and the application must be restarted.

**9. Submission Confirmation** – Once the application has been submitted, you will immediately receive an acknowledgement letter confirming your submission. An email will also be sent to your preferred email address the following day.