APPLYING TO GRADUATE

1. Login to VISION
2. Select "Student Services and Financial Aid"
3. Select "Student Records"
4. Select "Look up My Advisor" (VERY IMPORTANT STEP!)

   This will display your current curriculum information. It is important that you review this and make sure that all information is correct (major, concentration, minor and degree). If you are pursuing a double major then both majors should appear, one right below the other. If you are pursuing a double degree (completing two senior papers and a minimum of 158 credit hours) you will have two items listed as Major. Students earning a double degree will submit an application for each of your programs. **Do NOT submit your Application to Graduate if the information listed is incorrect**. Complete a Change of Major to change your major or concentration or Change of Minor to change or drop you minor and then complete the Application to Graduate after your Change of Major has been processed. You will receive an e-mail confirmation once the Change of Major or Minor has been processed.

5. Once you have verified your curriculum information you can go back to Student Records and select "Apply to Graduate"
6. On the Curriculum Selection page hit the "Term Selection" link (bottom left) and hit "Submit." **You do not need to change the term displayed. It is NOT related nor does it have anything to do with the term in which you are graduating**.
7. Select the "Current Program" option.
8. Select your graduation date. **THIS IS WHEN YOU WILL BE FINISHING YOUR CLASSES (Fall, Spring or Summer), <u>NOT</u> when you are walking across the stage at Commencement.**
9. Indicate if you are planning to attend Commencement.
10. From the pull down list you will select your current name. <u>You may edit how you want your name printed in the Commencement Bulletin and on your diploma on the next screen.</u> *Note: suffixes (e.g., Jr. III will be printed. Prefixes (e.g. Mr., Mrs., Miss, Prophet, Reverend, etc.) are not permitted and will not be printed.*
11. From the pull down list select the address to which you will want your diploma mailed. Diplomas are mailed approximately one month after your course work is completed.
12. Select the appropriate graduation application processing fee (payment method) based on the degree that you are receiving. Your fee will be assessed to your account and must be paid prior to the mailing of your diploma. **The fee is non-refundable unless you notify the registrar's office ONE MONTH prior to your scheduled graduation date that you are rescinding your application.**

13. A summary of your graduation application will then be displayed. Print this for your records. Be scroll down to the bottom of the page and click "Submit Request." **Your application cannot be processed unless you hit submit**.

14. If you have any questions, please contact the Registrar's Office.