

## Apply to Graduate

**Navigation: Student Home > Academics tile > Graduation tile**

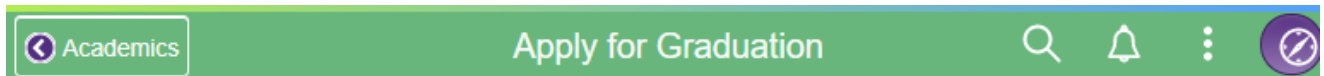
On a laptop students will see a menu with 8 steps on the left side. This does not appear on a phone or when the laptop screen is shrunk below a certain size. The screenshots below show the smaller version. The GRAD school version is very similar, but the email address is "gradschl" instead of "graduation"

### Landing Page

If they are not eligible to apply then they see a message:

"You do not meet the criteria to start the graduation process."

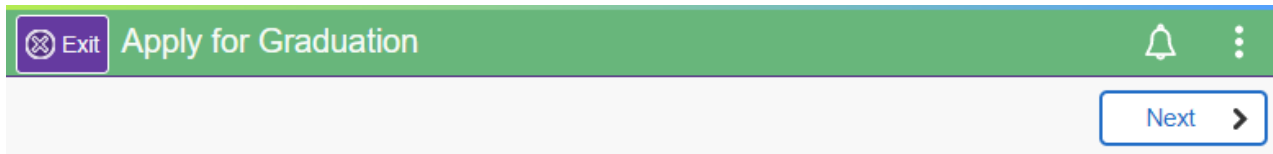
Most students only have one program to click on.



Select what program you will be applying for:

	College	Degree	Status
1	Business & Econ Undergr	Bachelor of Science	Not Started

### Step 1 - Instructions



## Step 1 of 8: Welcome

The application for graduation must be completed at least one semester prior to your intended graduation date so your academic record can be reviewed. It is important that your entire academic record is reviewed prior to the final term of enrollment in order to identify any problems and resolve them in time for you to graduate. If you apply late, it may not be possible to alter your schedule if you are deficient in an area. It may also mean that your name will not be on lists of graduating seniors, including the program printed for the commencement ceremony.

|| You may change your graduation date at any time by notifying the Registrars Office.

**Step 2 Diploma Name:** click the + button to add your name as it should appear on your diploma.

**Step 4 Addresses:** click "Add Diploma Address" and enter where your diploma should be mailed.

NOTE: The diploma directly reflects information on your graduation application and will be sent to the address you provide. Once submitted, changes must be made by contacting graduation@uww.edu.




### Step 2 - Diploma name

Students will need to select the "+" icon and add a diploma name. This name is what will print on your diploma, please ensure correct spelling and adding suffixes or punctuations if wanted.

Example:


***Willie W. Warhawk, SR.***

TIPS: If student only has a Primary and /or a Preferred name, the student must also add a "Diploma" name.


 **Apply for Graduation**  



[< Previous](#)

### Step 2 of 8: Diploma Name [Confirm](#)

Date of Birth  1979  
Gender Female




#### Names



Name	Type	
	Primary	>
	Preferred	>

### Step 3 - Contact Details



Student needs to review and click Confirm. Student could update the email and/or phone.

 **Apply for Graduation**  


[< Previous](#)


### Step 3 of 8: Contact Details [Confirm](#)

#### Email

Email	Type	Preferred	
 @uww.edu	UWW Student Assigned	<input checked="" type="checkbox"/>	>
	Home	<input type="checkbox"/>	>

#### Phone



Phone	Type	Preferred	
	Mobile	<input checked="" type="checkbox"/>	>

#### Step 4 - Addresses

Student needs to click "Add Diploma Address" and enter the address where the diploma should be mailed. This address can be updated later via their WINS profile.

Exit Apply for Graduation

< Previous

### Step 4 of 8: Addresses

Confirm

#### Home Address

+

Address	From
[Redacted]	
Janesville WI 5354 [Redacted] Rock	Current >

#### Diploma Address

No address defined

Add Diploma Address

#### Step 5 - Degree Information

Student needs to review the information we have on file to verify it is correct.

Exit Apply for Graduation

< Previous

### Step 5 of 8: Degree Information

Confirm

Degree Bachelor of Science

College Business & Econ Undergr

Major Occupational Safety BS

Emphases Occupational Safety



If any of the above information is incorrect, please reach out to your academic advisor to correct the information before proceeding.

### Step 6 - Graduation Term

Generally, the student can only enter the current or the next calendar year.

If the student chooses a graduation month (May, Aug, Dec) prior to the current month and year, then the student gets a warning that it's invalid; but the student can accept it anyway.


If the student chooses May or Dec, an extra prompt appears asking about Summerim or Winterim.

Exit **Apply for Graduation**  

[< Previous](#) [Next >](#)

### Step 6 of 8: Graduation Term

Select the year you expect to graduate.

Academic Year  

Select the month you expect to graduate.

May

August

December



Need to take a Summerim Course  No

## Step 7 - Ceremony Participation

The ceremony month/year is based on the previous step.

If the student chooses to graduate in August, they can choose the May or Dec ceremony.

Rock students getting their AAS can only choose a May ceremony.

Exit **Apply for Graduation**  

[< Previous](#)

### Step 7 of 8: Ceremony Participation

Select the ceremony in which you plan to participate.

May 2021

Not Participating

Provide a phonetic spelling of your full name to assist in pronunciation during the ceremony. [Click here](#) for advice on phonetic spelling.

Select below any of the requirements you have for the ceremony.



Mobility Assistance  No

Alternate Printed Materials?  No

Sign Language Interpreter  No

Service Animal Required?  No



Aid up Ramp/Across Stage  No

Other

### Step 8 - Confirmation

Allows the student to see a summary of the information.

Clicking "Submit" sends an email to the student and to [graduation@uww.edu](mailto:graduation@uww.edu) or [gradschl@uww.edu](mailto:gradschl@uww.edu)

Exit **Apply for Graduation**  

< Previous

**Step 8 of 8: Confirmation** Submit

Diploma Name [REDACTED]  
Diploma Address [REDACTED] Janesville, WI 53545 [REDACTED]  
Telephone [REDACTED] Alternate Email [REDACTED]  
College Business & Econ Undergr Degree Bachelor of Science  
Major Occupational Safety BS  
Emphases Occupational Safety  
Graduation Term May 2021 Need an Interim Course? N



Ceremony Participation May 2021

If you require accommodations (wheelchair/mobility aid seating or interpretive services), please contact the Center for Students with Disabilities at 262/472-5239 at least five weeks prior to the commencement ceremony so we can best accommodate your needs.

There is a graduation fee, which will appear on your student bill. This fee must be paid even though you may elect not to participate in the commencement exercises. If you are an undergraduate student, the graduation fee will be applied to your student bill mid-semester of the term you are graduating.

After completing this application, contact the Registrars Office to change any further details: [graduation@uww.edu](mailto:graduation@uww.edu)