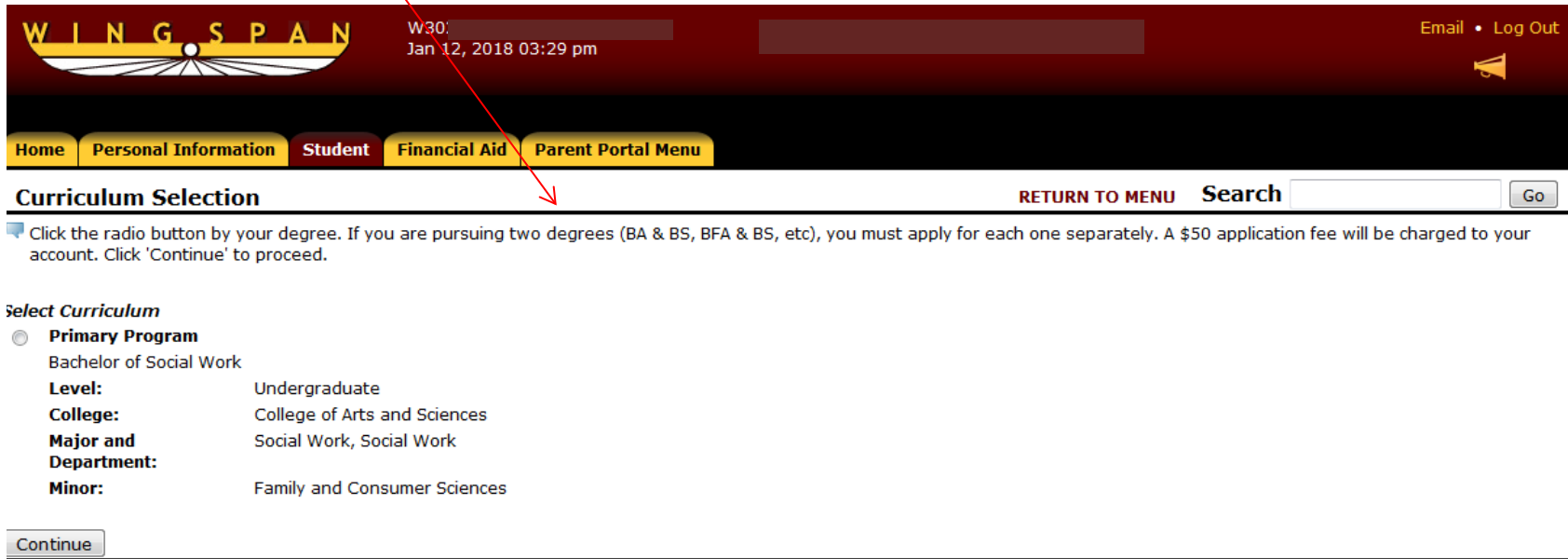


Login to Wingspan.

Click on the Student Tab, then on Student Records, the Apply to Graduate.

Make sure you read all instructions and notes. Note: Double Majors in the same degree (i.e., BA in Psychology and History) are NOT two degrees. If your majors are in two different colleges, or you are pursuing two different degrees, you will have to apply twice. You will see two sets of curriculum if this is your situation.



The screenshot shows the Wingspan website interface. At the top, there is a dark red header with the 'WINGSPAN' logo on the left, a user ID 'W30:' and the date 'Jan 12, 2018 03:29 pm' in the center, and 'Email • Log Out' on the right. Below the header is a navigation menu with buttons for 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Parent Portal Menu'. The 'Student' button is highlighted in red. Below the navigation menu is a white section titled 'Curriculum Selection' with a 'RETURN TO MENU' link and a search bar. A blue information icon is followed by the text: 'Click the radio button by your degree. If you are pursuing two degrees (BA & BS, BFA & BS, etc), you must apply for each one separately. A \$50 application fee will be charged to your account. Click 'Continue' to proceed.' Below this is the 'Select Curriculum' section with a radio button selected for 'Primary Program'. The details for the primary program are: Bachelor of Social Work, Level: Undergraduate, College: College of Arts and Sciences, Major and Department: Social Work, Social Work, and Minor: Family and Consumer Sciences. A 'Continue' button is located at the bottom left of the curriculum selection area.

WINGSPAN W30: Jan 12, 2018 03:29 pm Email • Log Out

Home Personal Information **Student** Financial Aid Parent Portal Menu

Curriculum Selection RETURN TO MENU Search Go

Click the radio button by your degree. If you are pursuing two degrees (BA & BS, BFA & BS, etc), you must apply for each one separately. A \$50 application fee will be charged to your account. Click 'Continue' to proceed.

Select Curriculum

Primary Program
Bachelor of Social Work
Level: Undergraduate
College: College of Arts and Sciences
Major and Department: Social Work, Social Work
Minor: Family and Consumer Sciences

Continue

Next, select your graduation date. If you do not see your date, then it's probably too early to apply. Students should apply when they reach about 80 cumulative hours. Please note that if you are applying after the deadline, you will be charged a late fee. (See the Graduation Steps website for dates.)

The screenshot shows the WINGSPAN web portal. At the top, there is a navigation bar with the WINGSPAN logo, the text 'W3C Jan 12, 2018 03:36 pm', and links for 'Email' and 'Log Out'. Below the navigation bar are several menu items: 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Parent Portal Menu'. The main content area is titled 'Graduation Date Selection' and includes a 'RETURN TO MENU' link and a search box. A message instructs the user to select a graduation term and click 'Continue'. A red asterisk indicates a required field. The 'Curriculum' section shows the 'Primary Program' as 'Bachelor of Social Work', with details for 'Level', 'College', 'Major and Department', and 'Minor'. The 'Select Graduation Date' section features a dropdown menu for 'Graduation Date:' with options: 'None', 'Date:May 05, 2018 Term:Spring 2018 Year:2017-2018', 'Date:Aug 10, 2018 Term:Summer 2018 Year:2017-2018', and 'Date:Dec 15, 2018 Term:Fall 2018 Year:2018-2019'. A 'Continue' button is located below the dropdown.

You may not know for sure, but select what you think will be correct. We prepare for everyone to attend, but if you do not, it's not a problem.

The screenshot shows the 'Graduation Ceremony Selection' page. It includes a message: 'Select an attendance and click Continue.' Below this, the 'Select Ceremony Attendance' section has the label 'Attend Ceremony:' followed by three radio button options: 'Yes', 'No', and 'Undecided'. The 'Undecided' option is selected. A 'Continue' button is located at the bottom of the form.

If your name here is correct, select it in the drop-down. If not, select New.

WINGSPAN W30257845 Cassidy R. Bauer *** STAGE Environment *** Email Log Out

Home Personal Information Student Financial Aid Parent Portal Menu

Diploma Name Selection

RETURN TO MENU Search Go

Select the name to be printed on your diploma. You can make changes on the next screen.

* indicates required field

Name

Current Diploma Name: John Deere Smith

Select a Name for your Diploma *

Continue

- None
- None
- New
- John D. Smith

uation Applications | Name Change Information]

RELEASE: 8.7.1

Select a suffix (Jr., Sr. III, etc.), if needed. If everything is correct, continue.

Diploma Name Selection

Enter the name to be printed on your diploma.

* indicates required field

Name For Diploma

First Name:* John

Middle Name: Deere

Last Name:* Smith

Suffix:

Continue

Finally, look over all you have entered. Don't forget to read the important information! If you've made a mistake, just start over by clicking on the Student Tab.

Graduation Application Summary

[RETURN TO MENU](#)

Search

Go

This is the information that will be submitted for your application to graduate. Please remember to select 'SUBMIT REQUEST' to finalize your application. Students attending commencement will receive their diplomas after the ceremony. Students who do not attend may pick it up the week after in the office of Records and Registration. Otherwise, it will be mailed to the permanent address. Make sure the permanent address is up to date!

Graduation Date

Date: Dec 15, 2018
Term: Fall 2018
Year: 2018-2019

Ceremony

Attend Ceremony: Yes

Diploma Name

First Name: John
Middle Name: Deere
Last Name: Smith

Hometown Address

Street Line 1: 701 Oakland Ave
City: Rock Hill
State or Province: South Carolina
ZIP or Postal Code: 29733
Nation:

Curriculum

Primary Program

Bachelor of Social Work
Level: Undergraduate
College: College of Arts and Sciences
Major and Department: Social Work, Social Work
Minor: Family and Consumer Sciences

Submit Request

Your confirmation:

Graduation Application Signature Page

[RETURN TO MENU](#)

Search

Go

Your graduation application has been submitted. Undergraduates, a Pre-Clear review will be done and you will be notified within the next 4-6 weeks. Graduates, a graduation check will be done.

Wasn't that easy?