

Graduation Application Instructions

STEP 1. Log in to Wingspan and click on Student Dashboard:

Self Service 9x - NEW

Employee Dashboard
Faculty Dashboard
Finance Dashboard
Financial Aid Dashboard
Personal Information Dashboard
Registration Dashboard
Student Dashboard

STEP 2. Click on Apply for Graduation:

Welcome to the Student Dashboard! From here you can navigate to the following pages:

- Apply for Graduation
- Attendance Tracking
- Degree Works
- Official Transcript Request (via Parchment)
- Registration
- Student Profile

Student • Graduation Application

Application for Graduation

Before you continue, please note:

- If you are pursuing two degrees (BA & BS, MA & MS, etc.) OR two majors in two different colleges with the same degree, you must apply for each one separately. A one-time \$50 application fee will be charged to your account.
- A \$50 graduation application fee is required, and will automatically be applied to your student account. Failure to submit application by established deadlines will result in a late fee assessment of \$25 for applications received after initial deadline, and \$50 for applications submitted during semester of anticipated graduation after the established deadline.

Click 'Continue' to proceed.


Continue

STEP 3. Select the current term and your curriculum.

Note: If you are pursuing two degrees (e.g., a B.A. and B.S., an M.A. and M.S., etc.) or two majors in two different colleges with the same degree, you must apply for each one separately. You will see two sets of curriculum if this applies to you. A one-time \$50 application fee will be charged to your student account.

Student • Graduation Application

Curriculum Selection


 Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.

Term *

Select 

Fall 2024

Summer 2024

 **Primary Program**

Bachelor of Music

Level

Undergraduate

College

Coll of Vis and Perform Arts

Major and Department

Music, Music

Continue

STEP 4. Select your graduation date from the dropdown list. (Note: If you don't see your graduation date listed, then it's probably still too early to apply. Undergraduate students should apply for graduation at the beginning of their senior year or when having only 35-37 hours left to complete in their degree program.)

Graduation Date Selection

Primary Program

Bachelor of Music

Graduation Ceremony Attendance

Graduation Date *

Select



Date: 12/14/2024 Term: Fall 2024 Year: 2024-2025

Back

Continue


STEP 5. Indicate whether you plan to attend the Commencement ceremony. If you change your mind later or haven't decided, that's okay. We make preparations for all graduates to attend.

Will you attend the ceremony?

- Yes
- No
- Undecided

STEP 6. Select the name you would like to be printed on your diploma. If your current diploma name is incorrect, select 'New' to add a new one. If you enter a new diploma name, enter it exactly how you want it to be printed on your diploma.

Student • Graduation Application

 Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name
Gina G Jones

Select a Name for your Diploma *

Current Name (Gina G. Jones) ^

New

Current Name (Gina G. Jones)

Middle Name

G

Last Name *

Jones

Suffix

Back

Continue

STEP 7. Review the application to make sure that the information is correct. If you made a mistake and need to start over, simply click on the Back button.

To submit your application, click 'Submit Request' at the bottom of the page.

[Student](#) • [Graduation Application](#)

Graduation Application Summary

Graduation Date

| Date | Term | Year |
|------------|-----------|-----------|
| 12/14/2024 | Fall 2024 | 2024-2025 |

Ceremony

Attend Ceremony
Undecided

Diploma Name

| First Name | Middle Name | Last Name |
|------------|-------------|-----------|
| Gina | G | Jones |

Curriculum

Primary Program
Bachelor of Music

| Level | College | Major and Department |
|---------------|------------------------------|----------------------|
| Undergraduate | Coll of Vis and Perform Arts | Music, Music |

[Back](#)

[Submit Request](#)

Acknowledgement

Your graduation application has been submitted.

W1 

Once your application is submitted, you can view by clicking on the four squares in the upper left corner:

 Student

>>Banner>>Student >>Student Information>>View application to Graduate