

New Application for Graduation/Completion Instructions (ver. - summer 2016)

Beginning the summer 2016 semester, all graduate students planning to finish their degree or certificate must apply using the new [on-line graduation application in Titan Web](#).

Applying to graduate/complete is only available if your degree Admission to Candidacy form and/or certificate Verification of Program Study form has been approved by your program AND the Graduate Studies Office. Be in touch with [your program](#) or the [Graduate Studies Office](#) if you have any concerns or questions about this eligibility requirement.

The following are the deadlines to complete a graduation application. The semester is the term in which you plan to finish your program.

- SPRING or FALL semester – by the end of the 4th week of the semester.
- SUMMER semester - by the end of the 1st week of the semester.

The following are step-by-step instructions to help students complete the application.

1. Applying to Graduate/Complete

From your Student Center in Titan Web you can access the Application for Graduation from one of two locations-

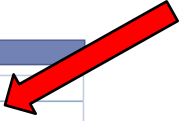

- You can click on the **My Academics** link, OR select **Apply for Graduation** from the drop down menu
- After choosing the link or drop down, click on **Apply for Graduation**

→ This is the screen when **My Academics** is selected

The screenshot shows the 'Student Center' interface. At the top, there is a navigation bar with 'Academics' selected. Below this, there are several links: 'Search', 'Shopping Cart', 'Enrollment', and 'My Academics'. A red arrow points to 'My Academics'. Below these links is a 'Grades' dropdown menu with a right-pointing arrow. Another red arrow points to this arrow. To the right, there is a 'Legend: Class List Icons - Click "?" for explanation' box and a 'This Week's Schedule' table. Below the table are links for 'weekly schedule' and 'enrollment shopping cart'. At the bottom of the page, there is a 'My Academics' section with several sub-sections: 'Academic Requirements' (with links to 'STAR Report' and 'View my advisors'), 'Transfer Credit' (with link to 'View my transfer credit report'), 'Course History' (with link to 'View my course history'), 'Transcript' (with links to 'View my unofficial transcript' and 'Request official transcript'), 'Enrollment Verification' (with link to 'Enrollment Verification/Voter ID'), and 'Graduation' (with links to 'Apply for graduation' and 'View my graduation status'). A red arrow points to the 'Apply for graduation' link.

	Class	Schedule
B*	ED LDRSP 729-071S SEM (50192)	OFF CAMPUS LOCATION
B*	ED LDRSP 737-071C LEC (50195)	OFF CAMPUS LOCATION

New Application for Graduation/Completion Instructions (ver. - summer 2016)

<p>→</p> <p>This is the screen when Apply to Graduate is selected</p>	<p>OR</p> <p>Apply for Graduation</p> <hr/> <p>Submit an Application for Graduation</p> <p>Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Program: Grad Letters & Science</p> <p>UW Oshkosh Graduate</p> <p>Degree: Master Public Administration Major: Public Admin (Health)</p> <p style="text-align: right;">Apply for Graduation</p> </div> 
<p>2. Verifying Your Program</p> <p>The Apply for Graduation page displays the program(s) (degree and/or certificate) you are officially admitted to at UW Oshkosh.</p> <ul style="list-style-type: none"> If the information here is <u>not correct</u>, contact the Graduate Studies Office at 920-424-1223 or gradschool@uwosh.edu If the information is <u>correct</u>, click on Apply for Graduation. If you <u>do not see</u> the Apply for Graduation link, you're currently not eligible to apply for graduation. If you believe this is wrong contact the Graduate Studies Office at 920-424-1223 or gradschool@uwosh.edu 	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Search Shopping Cart Enrollment My Academics</p> </div> <p>Apply for Graduation</p> <hr/> <p>Submit an Application for Graduation</p> <p>Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Program: Grad Spec Educ & Human Svcs</p> <p>UW Oshkosh Graduate</p> <p>Degree: Graduate Certificate Specialization: Cert of Edl Admin for Prin Lic</p> <p style="text-align: right;">Apply for Graduation</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Program: Grad Education & Human Svcs</p> <p>UW Oshkosh Graduate</p> <p>Degree: Master of Science Major: Educa'l Leadership (Gen)-NTrk</p> <p style="text-align: right;">Apply for Graduation</p> </div>  <p>NOTE: If you are graduating with BOTH a degree and a certificate(s) you MUST apply to each of them individually.</p>

New Application for Graduation/Completion Instructions (ver. - summer 2016)

3. Choosing the Graduation Semester

Click the drop down list to select the semester in which you intend to complete your program (not the semester you plan to walk in the commencement ceremony)

NOTE SUMMER GRADUATES ONLY: You have the option to walk in either the May or December commencement ceremony. If you apply before April 1st your name will be included in the spring commencement program. Otherwise, your name will appear in the fall program.

[Search](#) [Shopping Cart](#) [Enrollment](#) [My Academics](#)

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Grad Education & Human Svcs

UW Oshkosh | Graduate

Degree: Master of Science
Major: Educa'l Leadership (Gen)-NTrk

Expected Graduation Term

Graduation Instructions



4. Verifying the Graduation Semester

Be sure you have selected the correct semester and click on the green **Continue** button.

[Search](#) [Shopping Cart](#) [Enrollment](#) [My Academics](#)

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

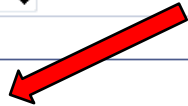
Program: Grad Education & Human Svcs

UW Oshkosh | Graduate

Degree: Master of Science
Major: Educa'l Leadership (Gen)-NTrk

Expected Graduation Term

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)



New Application for Graduation/Completion Instructions (ver. - summer 2016)

5. Submitting the Application

If all of the information is correct, click on the green **SUBMIT APPLICATION** button.

YOU ARE NOT FINISHED - continue with steps #6-10 below.

6. Confirming Demographic Information for the Commencement Program and Ceremony

Click on **Update and Confirm Diploma and Commencement Information** link

New Application for Graduation/Completion Instructions (ver. - summer 2016)

7. Verifying Name and Address

- Verify your name. Click the **Update Diploma Name** link *ONLY* if changes need to be made to correct the spelling of your name on the diploma and in the program

See #8 below for instruction to make changes to your name.

- Verify your address. Click on **Update Diploma Address** link *ONLY* if changes need to be made to correct the address where you would like your diploma mailed.

See #9 below for instruction to make changes to your address

Graduation Status

Program: Grad Letters & Science

UW Oshkosh | Graduate

Degree: Master Public Administration
Major: Public Admin (Health)

Status: Applied for Graduation
Expected Graduation Term: Summer 2016

Student Information

Use the links on this page to add your Diploma, Diploma Address and to verify all of your information is correct.

Information about the Commencement Ceremonies can be found at <http://www.uwosh.edu/commencement>

[Update Diploma Name](#)

Clash Titan

[Update Diploma Address](#)

800 Algoma Blvd
Oshkosh, WI 54901-3551
Winnebago

8. Updating Diploma Name

This is the name that will be printed in the commencement program and on the diploma.

- To update enter changes in the boxes.
- FIRST AND LAST NAME ARE REQUIRED. Middle name/initial is optional.
- If you have special characters in your name such as an é, contact the Graduate Studies Office for help. [920-424-1223](tel:920-424-1223) or gradschool@uwosh.edu

Note: You're responsible for the appropriate format and spelling of your name.
Please proofread!

Names

Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

Add a new name

Name Type:
 Format Using: [Change Format](#)
 Prefix:
 First Name: Middle Name:
 Last Name:
 Suffix:
 Date new name will take effect: (example: 12/31/2000)

Click **SAVE** when complete.

New Application for Graduation/Completion Instructions (ver. - summer 2016)

9. Updating Diploma Address

This is the address for where your diploma will be mailed. If the **address listed is correct no action is needed.**

- If your Diploma address is different from your Home address, click the green **ADD A NEW ADDRESS** button.
- When you click **ADD A NEW ADDRESS**, you will be redirected to the Edit Address page.
- Enter your Diploma Address
- **NOTE:** The address may reformat automatically because of USPS "address cleansing." Keep the new formatted USPS address.
- Click **OK**

- Select **Diploma** for the Address Types, then Click the green **SAVE** button.

addresses | names | phone numbers | email addresses | emergency contacts

Addresses

Below is a list of your current addresses. Before updating your address, please read the brief description for each address type.

Home: This is your parent's or your permanent address.

Local: If you do not reside at the home address or in a dormitory, add a local address.

Diploma: Address where you want your diploma sent after you graduate. If you do not add a diploma address, your diploma will be sent to your Home address.

Dormitory: Maintained by the Residence Life Office. If incorrect contact Residence Life.

Address Type	Address	
Home	800 Algoma Blvd Oshkosh, WI 54901-3551 Winnebago	edit

[ADD A NEW ADDRESS](#)

Favorites | Main Menu > View Graduation Status > Addresses

Edit Address

Country: United States [Change Country](#)

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Postal:

County:

[OK](#) [Cancel](#)

Change Address

Select the Address Type you wish to enter or change in the box to the right. Type your address information and indicate the effective date before saving. Any type that is grayed out is for display only.

Change Address

1 W Wilson St
Madison, WI 53703-3445
Dane [Edit Address](#)

Date changed: (example: 12/31/2000)

[SAVE](#)

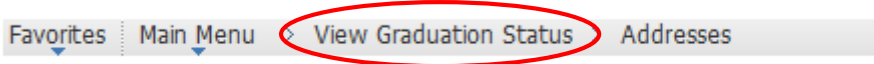
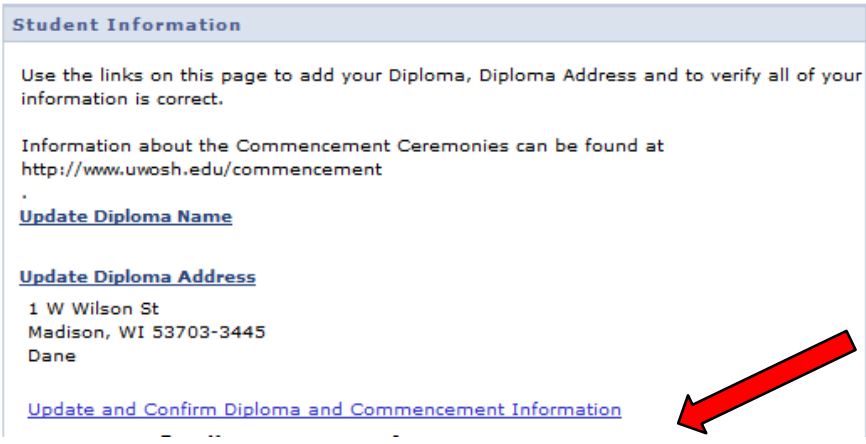
Address Types

Home *

Local

Diploma

New Application for Graduation/Completion Instructions (ver. - summer 2016)

<ul style="list-style-type: none"> To complete the last step of the graduation application process, click on the View Graduation Status in the Menu bar toward the top of your screen. 	 <p>Favorites Main Menu View Graduation Status Addresses</p>
<ul style="list-style-type: none"> Under the Student Information section, select the Update and Confirm Diploma & Commencement Information link. 	 <p>Student Information</p> <p>Use the links on this page to add your Diploma, Diploma Address and to verify all of your information is correct.</p> <p>Information about the Commencement Ceremonies can be found at http://www.uwosh.edu/commencement</p> <p>Update Diploma Name</p> <p>Update Diploma Address</p> <p>1 W Wilson St Madison, WI 53703-3445 Dane</p> <p>Update and Confirm Diploma and Commencement Information</p>

>>> STEP 10 ON NEXT PAGE <<<

New Application for Graduation/Completion Instructions (ver. - summer 2016)

10. Verifying All Graduation and Commencement Information

On the View Graduation Status page, click on **Update and Confirm Diploma and Commencement Information** link near the top of the page.

- After reading the instructions complete the labeled radio buttons and text boxes below that.
- Confirm your **Diploma Name and Diploma Address**
- Enter your **Hometown, State or Foreign Country, Zipcode and confirm Media Release** choices.
- Confirm you have verified all information.
- If completing a graduate certificate please indicate accordingly.
- *Reporting transfer credits is not needed.*
- Click on the green **SAVE** button.
- Then click on the gray **Return** button to return to the **View Graduation Status** page.

Favorites | Main Menu > Self Service > Degree Progress/Graduation > View Graduation Status

Update and Confirm Diploma and Commencement Information

Name:

Instructions

- 1) Please verify your diploma name and diploma address using links on the Graduation Status page. Then check 'Yes' or 'No' for the respective question "Did you verify Diploma Name" and "Did you verify Diploma Address" to inform us you have verified this information.
- 2) On this page provide your hometown city and select your hometown state. If your hometown is a foreign country, select 'FC' as the state and add your home country after your hometown city. The hometown is used for releasing graduation announcements to media (if you allow release). For Undergraduates the hometown will be listed in the Commencement Program distributed at the Commencement Ceremony .
- 3) If you would like your graduation information sent to your hometown newspaper, check 'Yes' or 'No' for "Release to Media". This means that your name will or will not be included in the list of graduates in your hometown newspaper based on your hometown city and state.
- 4) Only after all of your information has been entered and confirmed (including Diploma Name and Diploma Address), select 'Yes' to the "All information is verified" question.
- 5) OPTIONAL: If you have pending transfer credits, please check 'Yes' and enter institution, subject, course number, and number of credits that are pending for up to 3 courses. If you have more than 3 transfer courses pending, contact the credit examiners. Undergrads email Gradexaminer@uwosh.edu. Graduate students contact the Graduate Studies Office

Did you verify Diploma Name: Yes No

Did you verify Diploma Address: Yes No

Hometown City:

Hometown State/Foreign Country:

Hometown Zipcode:

Release to Media: Yes No

All information is verified: Yes No

Are you earning a Certificate: Yes No

List Certificates you will earn:

Are transfer credits pending: Yes No

Transfer course 1 institution:

Transfer course 1 subject:

Transfer course 1 number:

SAVE

Return

NOTE: Saving this page means you're confirming that all the information you provided and reviewed while applying to graduate/complete is correct. This means exclusion from or errors in the commencement program may be the result of you not accurately completing all steps for applying to graduate/complete.

>>> BE SURE TO READ THE LAST PAGE BELOW <<<

New Application for Graduation/Completion Instructions (ver. - summer 2016)

FINAL IMPORTANT INFORMATION

✓ Once you've submitted your application, you'll receive an email in approximately a week to confirm the receipt of your application. During the course of your graduation/completion semester, the Student Status Examiner in the Graduate Studies Office will audit your record to ensure you have met all of the requirements for program and university graduation/completion. Feel free to contact the Graduate Studies Office ([920-424-1223](tel:920-424-1223), gradschool@uwosh.edu) with any questions you have about applying to graduate/complete, degree audit and conferral or commencement program.

✓ If you need to make any changes to the information you've submitted, in your [TitanWeb Self-Service Student Center](#), click on **My Academics**, then **View My Graduation Status**.

OR

- ✓ Scroll to the bottom of the Student Center page to the **Personal Information** section.
- Click **Names** to change your Diploma Name
 - Click **Home Address** under **Contact Information** to change or add a Diploma Address

✓ If your application for graduation or name change is submitted after April 1st for Spring/Summer semesters or November 1st for the Fall semester please contact the Graduate Studies Office (920) 424-0311 to verify if your name will appear in the commencement program correctly.

FINAL NOTE: Once you're eligible to graduate/complete, completing the application for graduation/completion is up to you. Not doing so means exclusion from or errors in the commencement program may be the result of you not accurately completing all steps for applying to graduate/complete.

✓ For information regarding the Commencement Ceremony, go to www.uwosh.edu/commencement