Application for Graduation Beginning Spring 2016

Completion Instructions: Graduation applications are due the end of the semester prior to the semester in which you will complete degree requirements. August graduates need to apply by the end of the previous fall semester. Beginning with applications for Spring 2016, all undergraduate students must apply using the on-line graduation application in Titan Web. Paper or email applications will no longer be accepted.

1. From your Student Center in Titan Web you can enter the Graduation Application from one of two locations.
   - You can select “Apply to Graduate – Spring 2016” (This link is valid for any term open for application Spring 2016 or later)
   - Or you can use the My Academics link to go to that page and select “Apply to Graduate – Spring 2016” from the list of options.

2. The Apply for Graduation page will display the programs (Degrees, Major, Minors) you are officially enrolled in at UW Oshkosh.
   - If the information here is not correct, see your advisor and submit a Program/Plan change form to update your information
   - If the Program information is correct click on the “Apply for Graduation” link
   - If you do not see an “Apply for Graduation” link, you are not currently eligible to apply for graduation. You must have at least 90 earned credits in order for this link to be active.
3. Select the term you which you intend to graduate from the list of terms open from graduation and click on the “Continue” button.

- Note: Be sure to select the term in which you be completing your degree even if it is different from the term when you plan to participate in the Commencement Ceremony. Summer graduates will receive all of the information regarding Spring and Fall Commencement Ceremonies and can chose to participate in either ceremony.

4. Confirm you have selected the correct Program(s) and term by clicking on the “Continue” button.
5. If all the information is correct submit your application for graduation by clicking the “Submit Application button.

6. Your Application for Graduation has been submitted. You must click on the “Update and Confirm Diploma and Commencement Information” link to provide the correct information for the name you want printed on your diploma and the university should use to mail your diploma.
7. Use the links to update your Diploma Name, Diploma Address, to enter additional required information and verify all information is correct.

8. Diploma Name:

- This is your name which will be printed in the commencement program and on your diploma. By default this is your Primary name in Titan Web. If no changes are needed you can skip this step.

- To make any changes, enter your name in the boxes provided.
  - If you make changes to just your Middle Name you will be prompted to add a first and last name.
  - If you have special characters in your name such as é. Email Gradexaminer@uwosh.edu for assistance.

- You are responsible for proofreading the name you enter for correct spelling and format.
9. Diploma Address:

- This is the address to which UW Oshkosh will mail your diploma. By default this is your home address. If no changes are needed, you can skip this step.

- If your Diploma Address will be different from your Home address, click the “Add a new address” button to add a Diploma Address. Please do not edit your Home address.

- When you click “Add a new address,” you will be directed to the address page.

  o Enter your Diploma Address and click “OK”

  o Select Diploma for the address type and “Save”

- To return to the Graduation Status page click on “View Graduation Status” in the Menu bar.
10. Commencement Information and Verification of information provided.

- On the View Graduation Status page, click on the “Update and Confirm Diploma and Commencement Information”.
- Enter Hometown, Media Release choice and any pending Transfer courses following the instructions on the page.
- Verify that all the information you have provided is correct by clicking “Yes” as the answer to the “All Information is verified” line.
  - Note: By checking this box you are certifying that the information on the page is correct. You will be responsible for any cost in reprinting a Diploma and/or mailing a new copy to a different address.
- Click on Return to go back the View Graduation Status.

11. Once you have submitted your application you will receive and email within a few days to confirm the receipt of your application. After seniors have completed registration for their final term at UW Oshkosh, the Graduation Examiners will begin to check all applications for graduation to see if students are meeting graduation requirements. Students will be notified of their status via email.

- Students are expected to use their STAR reports to determine their progress towards graduation and to contact their advisor(s) if they have any problem in meeting their graduation requirements.

12. If you need to make any changes to the information you have submitted with your application, use the “View my Graduation Status” link on the “My Academics” page in the Student Service Center.

- You may also update you Diploma Name from the “Names” link under the “Personal Information” section on the front page of your Student Services Center.
- Diploma Address may be added or edited by clicking on the “Home Address” link in the Contact information on the front page of your Student Services Center in Titan Web.

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