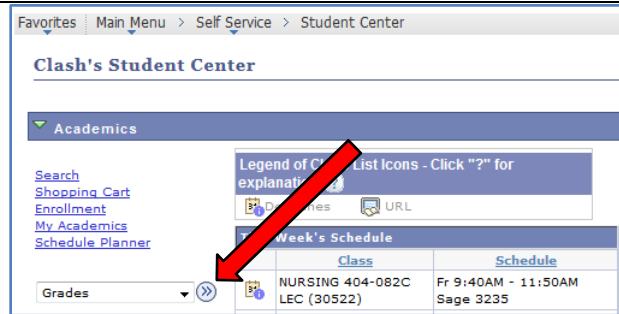


Application for Graduation Beginning Spring 2016

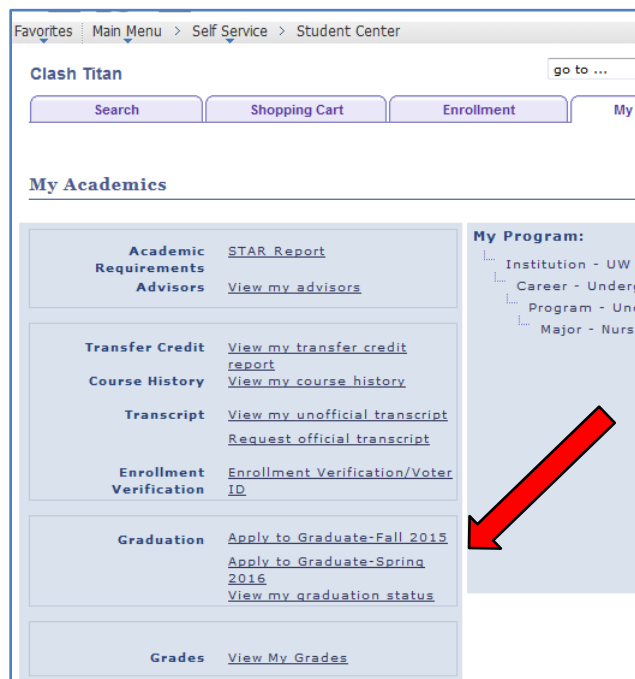
Completion Instructions: Graduation applications are due the end of the semester prior to the semester in which you will complete degree requirements. August graduates need to apply by the end of the previous fall semester. Beginning with applications for Spring 2016, all undergraduate students must 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)

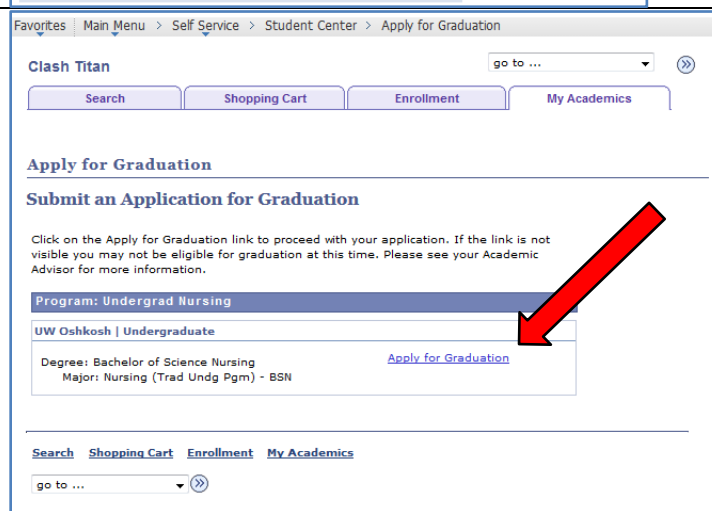


- Or you can use the My Academics link to go to that page and select “Apply to Graduate – Spring 2016” from the list of options.



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.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation

Clash Titan

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: Undergrad Nursing

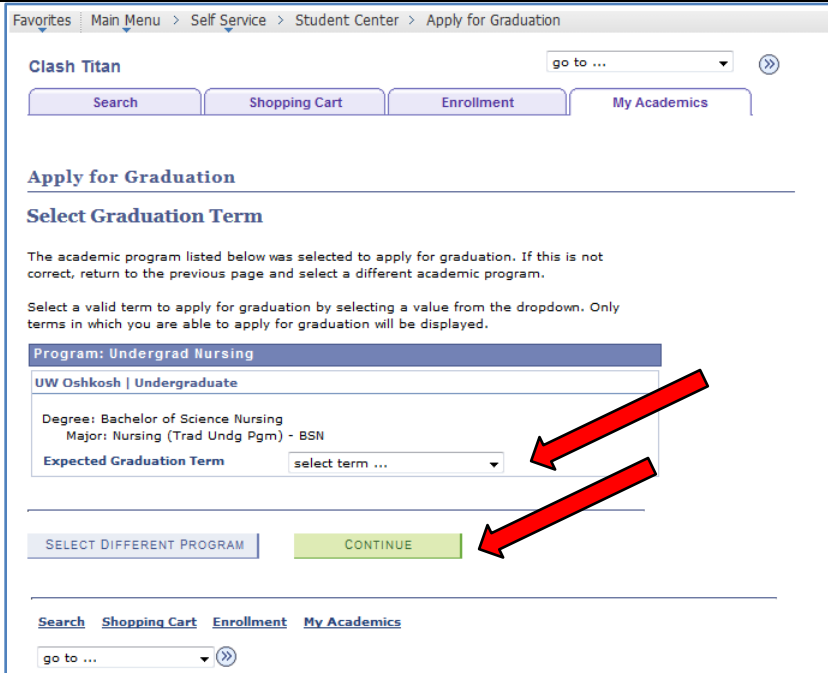
UW Oshkosh | Undergraduate

Degree: Bachelor of Science Nursing
Major: Nursing (Trad Undg Pgm) - BSN

Expected Graduation Term

SELECT DIFFERENT PROGRAM CONTINUE

Search Shopping Cart Enrollment My Academics



4. Confirm you have selected the correct Program(s) and term by clicking on the “Continue” button.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation

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: Undergrad Nursing

UW Oshkosh | Undergraduate

Degree: Bachelor of Science Nursing
Major: Nursing (Trad Undg Pgm) - BSN

Expected Graduation Term

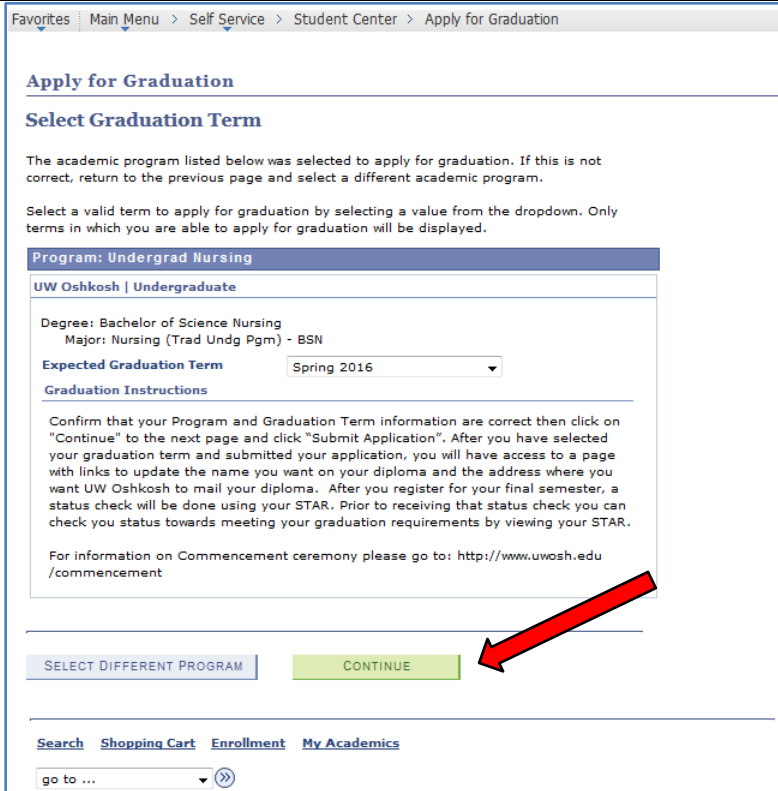
Graduation Instructions

Confirm that your Program and Graduation Term information are correct then click on "Continue" to the next page and click "Submit Application". After you have selected your graduation term and submitted your application, you will have access to a page with links to update the name you want on your diploma and the address where you want UW Oshkosh to mail your diploma. After you register for your final semester, a status check will be done using your STAR. Prior to receiving that status check you can check you status towards meeting your graduation requirements by viewing your STAR.

For information on Commencement ceremony please go to: <http://www.uwosh.edu/commencement>

SELECT DIFFERENT PROGRAM CONTINUE

Search Shopping Cart Enrollment My Academics



5. If all the information is correct submit your application for graduation by clicking the "Submit Application button.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation

Clash Titan go to ...

Search Shopping Cart Enrollment My Academics

Apply for Graduation

Verify Graduation Data

Program: Undergrad Nursing

UW Oshkosh | Undergraduate

Degree: Bachelor of Science Nursing
Major: Nursing (Trad Undg Pgm) - BSN
Expected Graduation Term Spring 2016

Graduation Instructions

Confirm that your Program and Graduation Term information are correct then click on "Continue" to the next page and click "Submit Application". After you have selected your graduation term and submitted your application, you will have access to a page with links to update the name you want on your diploma and the address where you want UW Oshkosh to mail your diploma. After you register for your final semester, a status check will be done using your STAR. Prior to receiving that status check you can check you status towards meeting your graduation requirements by viewing your STAR.

For information on Commencement ceremony please go to: <http://www.uwosh.edu/commencement>

SELECT DIFFERENT PROGRAM **SUBMIT APPLICATION** SELECT DIFFERENT TERM

Search Shopping Cart Enrollment My Academics

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 you diploma and the university should use to mail your diploma.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation

Clash Titan go to ...

Search Shopping Cart Enrollment My Academics

Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

Verify and Confirm Additional Information

Please verify and confirm the following information regarding your graduation application. This information must be confirmed before you graduate.

[View Graduation Status](#)
[Update and Confirm Diploma and Commencement Information](#)

Search Shopping Cart Enrollment My Academics

go to ...

7. Use the links to update your Diploma Name, Diploma Address, to enter additional required information and verify all information is correct.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation > View Graduation Status

Clash Titan go to ...

Search Shopping Cart Enrollment My Academics

Graduation Status

Program: Undergrad Nursing
UW Oshkosh | Undergraduate

Degree: Bachelor of Science Nursing Major: Nursing (Trad Undg Pgm) - BSN	Status: Applied for Graduation Expected Graduation Term: Spring 2016
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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 A Titan

[Update Diploma Address](#)

2222 Titan Way
Oshkosh, WI 54935-5046

[Update and Confirm Diploma and Commencement Information](#)

Did you verify Diploma Name : Unknown
Did you verify Diploma Address: Unknown
Hometown City : Unknown
Hometown State/Foreign Country: Unknown
Release to Media : Unknown
All information is verified : Unknown
Are transfer credits pending : Unknown
Transfer course 1 institution : Unknown
Transfer course 1 subject : Unknown
Transfer course 1 catalog nbr : Unknown
Transfer course 1 credits : 0
Transfer course 2 institution : Unknown
Transfer course 2 subject : Unknown
Transfer course 2 catalog nbr : Unknown
Transfer course 2 credits : 0
Transfer course 3 institution : Unknown
Transfer course 3 subject : Unknown
Transfer course 3 catalog nbr : Unknown
Transfer course 3 credits : 0

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.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation > View Graduation Status

Clash Titan

Names

Add a new name

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

Add a new name

Name Type: Diploma

Format Using: English [Change Format](#)

Prefix:

First Name: Middle Name:

Last Name:

Suffix:

Date new name will take effect (example: 12/31/2000)

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

- Enter your Diploma Address and click “OK”

- Select Diploma for the address type and “Save”

- To return to the Graduation Status page click on “View Graduation Status” in the Menu bar

Favorites | Main Menu > View Graduation Status > Addresses

Clash Titan

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	2222 Titan Way Oshkosh, WI 54935		edit

[ADD A NEW ADDRESS](#)

Addresses | Names | Phone Numbers | Email Addresses | Emergency Contacts

Favorites | Main Menu > View Graduation Status > Addresses

Edit Address

Country: [Change Country](#)

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Postal:

County:

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

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation > View Graduation Status > Addresses

Clash Titan

Addresses

Add a new 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.

[Add a new address](#)

111 5th Street
Madison, WI 53716 [Edit Address](#)

Date new address takes effect (example: 12/31/2000)

[SAVE](#) [Return to Current Addresses](#)

Address Types

Home *

Local

Diploma

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.

Favorites | Main Menu > Self Service > Student Center > Apply for Graduation > View Graduation Status

Update and Confirm Diploma and Commencement Information

Name: Titan, Clash A

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. Your 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 name, subject, catalog 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.

Did you verify Diploma Name: Yes No

Did you verify Diploma Address: Yes No

Hometown City: Titanville

Hometown State/Foreign Country: WI Wisconsin

Release to Media: Yes No

All information is verified: Yes No

Are transfer credits pending: Yes No

Transfer course 1 institution: UW Green Bay

Transfer course 1 subject: MATH Math

Transfer course 1 catalog nbr: 155

Transfer course 1 credits: 3

Transfer course 2 institution:

Transfer course 2 subject:

Transfer course 2 catalog nbr:

Transfer course 2 credits: 0

Transfer course 3 institution:

Transfer course 3 subject:

Transfer course 3 catalog nbr:

Transfer course 3 credits: 0

SAVE

Return

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.