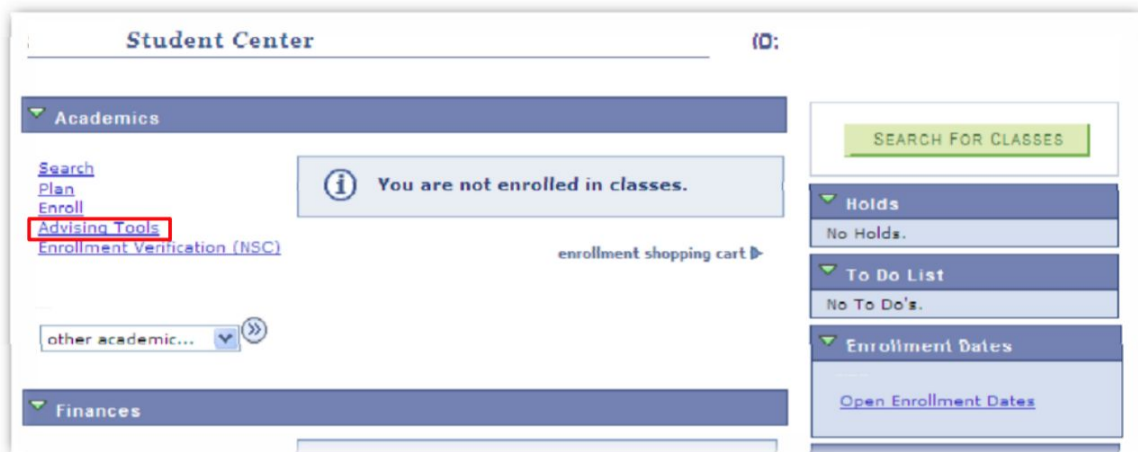


HOW TO APPLY FOR GRADUATION

1. Sign in to PAWS and select the [Student Center](#) link.



2. On the resulting page, select [Advising Tools](#).



3. On the Advising Tools page, select [Apply for Graduation](#).

The screenshot shows the 'My Academics' page with a navigation bar at the top containing 'Search', 'Plan', 'Enroll', and 'Advising Tools'. The page is divided into several sections:

- Academic Requirements:** Includes links for 'View my advisement report', 'Plan by My Requirements', 'What-If Report', 'Create a what-if scenario', and 'Advisors', 'View my advisors'.
- Transfer Credit:** Includes links for 'View my transfer credit report'.
- Course History:** Includes a link for 'View my course history'.
- Transcript:** Includes links for 'View my unofficial transcript' and 'Request official transcript'.
- Graduation:** Includes a link for 'Apply for graduation', which is highlighted with a red box.

On the right side, there are sections for 'Advisor:' (with a note to contact the department), 'Evaluator:' (with a table of evaluator information), and 'My Program:' (with a tree view showing the institution, career, program, and major).

Evaluator Name	Telephone	Email
Amanda 1 Winfield- Summiel	609/771- 3241	winfie

My Program:

- Institution - The College of Ne
- Career - Undergraduate
- Program - Schl of the Arts a
- Major - Fine Arts

4. On the Apply for Graduation page, select the Academic Program for which you wish to apply for graduation by clicking on the link.

The screenshot shows the 'Apply for Graduation' page. The main heading is 'Apply for Graduation'. Below it is the section 'Select Program and Degree'. The instructions state: 'Select the academic program in which you wish to apply for graduation by clicking on its description.'

Below the instructions is a blue bar with the text 'Select an Academic Program'. Underneath, there are two rows of options:

- Academic Program:** 'School of Business' is highlighted with a red box. Other options are 'Career' and 'Undergraduate'.
- Degree:** 'Bachelor of Science' is selected. Below it, 'Major' is set to 'Management'.

A horizontal line is visible below the 'Major' selection.

5. On the resulting page, select the Expected Graduation Term from the drop-down. Then click Continue. This will bring you to the Application for Conferment of Degree.

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 School of Business **Career** Undergraduate

Degree Bachelor of Science

Major Management

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

▼
2011 Spring
2011 Summer

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

6. Complete the form. Then click Continue.

APPLICATION FOR CONFERMENT OF DEGREE

THIS APPLICATION IS FOR STUDENTS WHO WILL HAVE ALL DEGREE REQUIREMENTS COMPLETED BY THE END OF THE SEMESTER IN WHICH THEY ARE APPLYING. A NON- REFUNDABLE GRADUATION FEE OF \$100.00 WILL BE APPLIED TO YOUR STUDENT ACCOUNT. STUDENTS WHO APPLY AFTER THE APPLICATION DEADLINE WILL BE CHARGED AN ADDITIONAL \$35.00 LATE APPLICATION FEE AND THEIR NAMES MAY NOT APPEAR IN THE COMMENCEMENT BULLETIN.

If you do not complete all requirements and do not graduate in the semester you applied, you must re-apply for conferment of degree (The \$100.00 fee will not be re-assessed).

Diploma First Name

Diploma Middle Name

***Diploma Last Name**

Suffix

Country

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City **State** **Postal Code**

Will you attend the main commencement in May?

Will you attend your departmental commencement in May?

Please specify the size of your graduation gown

(A graduation cap of a standard size will be provided)

7. On the next page, you will be able to verify that all of the information you have entered is correct. When everything is correct, select the Submit Application button to complete the process.

8. If the application is successfully submitted, you will receive a confirmation message on the next page.

Apply for Graduation

Submit Confirmation



You have successfully applied for graduation.

However, a preliminary analysis of your Academic Requirements shows that some items may still remain unsatisfied. Please run your Academic Requirements from Student Center now. If requirements remain unsatisfied please contact both your academic advisor and your academic evaluator in the Office of Records and Registration.

Unsatisfied requirements need to be resolved prior to graduation.