

## APPLYING TO GRADUATE

1. Log in to VISION
2. Select Student Services and Financial Aid
3. Select Student Records
4. Select Look up My Advisor
  - a. This will display your current curriculum information. It is important that you review this and make sure that all information is correct (major, concentration, minor and degree). If you are pursuing a double major then both majors should appear. One will be noted as Major 1\_2. If you are pursuing a double degree (completing two senior papers and a minimum of 158 credit hours) you will have two items listed as Major. Students earning a double degree will submit an application for each of your programs.  
**Please complete a Change of Major form if the information is not correct and do not submit your Application to Graduate until the information has been updated.**
5. Once you have verified your curriculum information you can go back to Student Records and select Apply to Graduate
6. On the Curriculum Selection page hit the "Term Selection" link and hit Submit (there is no need to change the term)
7. Select your graduation date. **THIS IS WHEN YOU WILL BE FINISHING YOUR CLASSES (FALL, SPRING or SUMMER), not when you are walking at Commencement.**
8. Indicate if you are planning to attend Commencement.
9. From the pull down list you will select your current name. You may edit how you want your name printed in the Commencement Bulletin and on your diploma on the next screen. Prefixes (e.g. Mr., Mrs., Miss, Prophet, Reverend, etc.) are not permitted and will not be printed.
10. From the pull down list you will select the address to which you will want your diploma mailed.
11. Select the appropriate diploma fee (payment method) based on the degree that you are receiving. Your diploma fee will be assessed to your account and must be paid prior to the mailing of your diploma.
12. A summary of your graduation application will then be displayed. **Print this for your records. Scroll down to the bottom of the page and click Submit Request. Your application will not be processed unless you submit your request.**

Please contact the Registrar's Office with any questions.