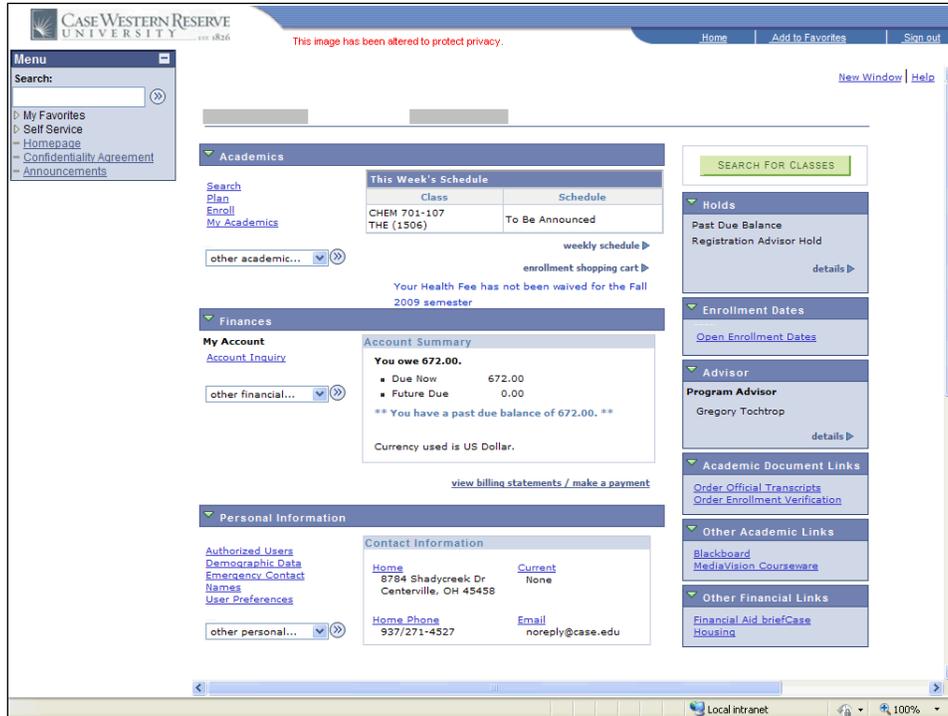


Graduation Application - Graduate

Procedure

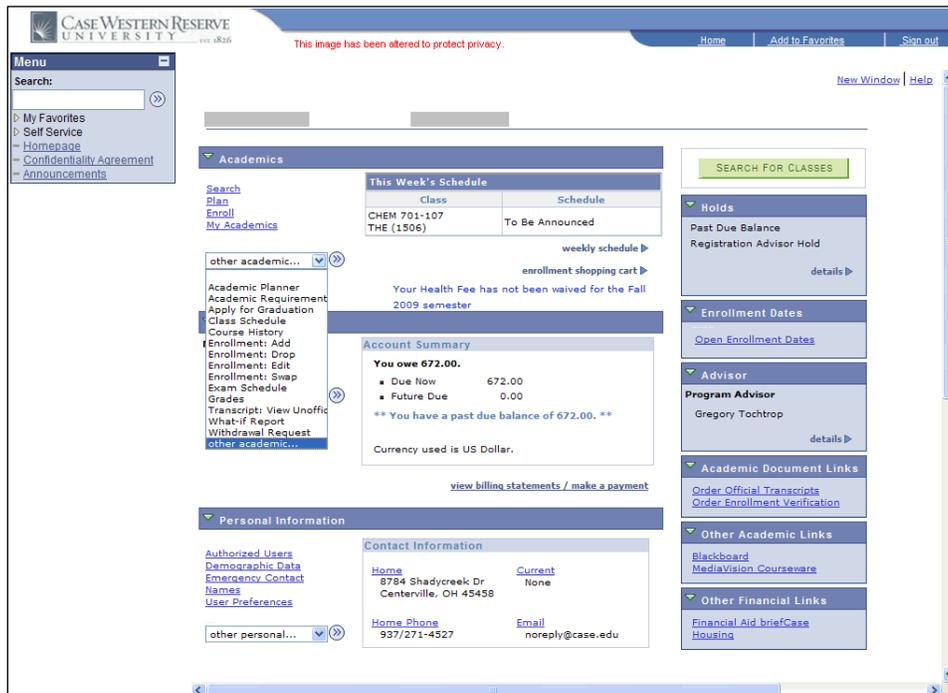
Use the Graduation Application process to apply for graduation through the Student Center.



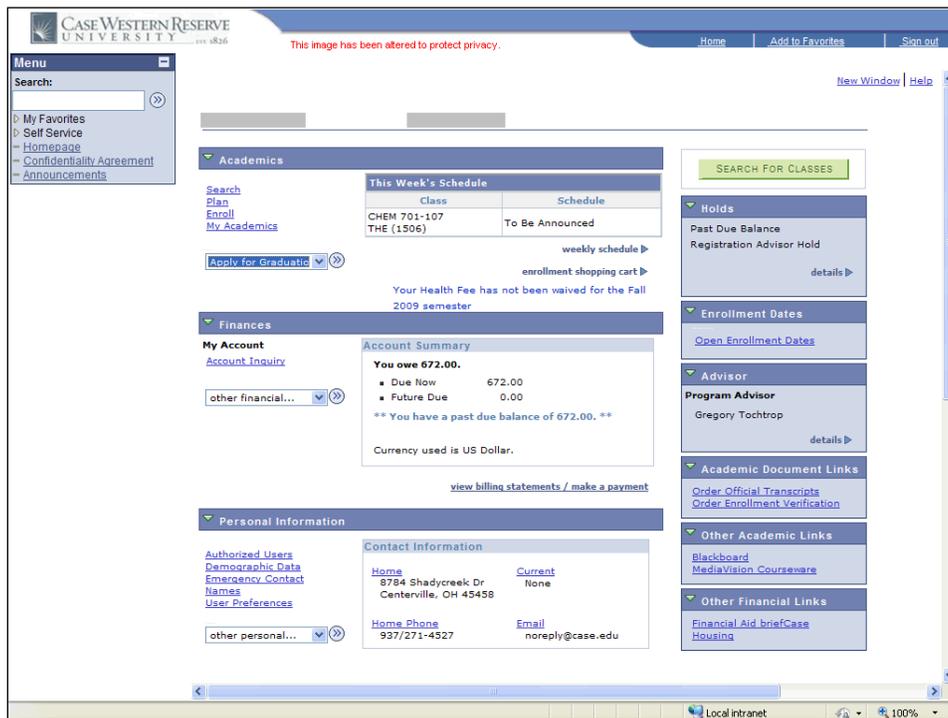
Step	Action
1.	Click the other academic... dropdown list. 

System Process Document

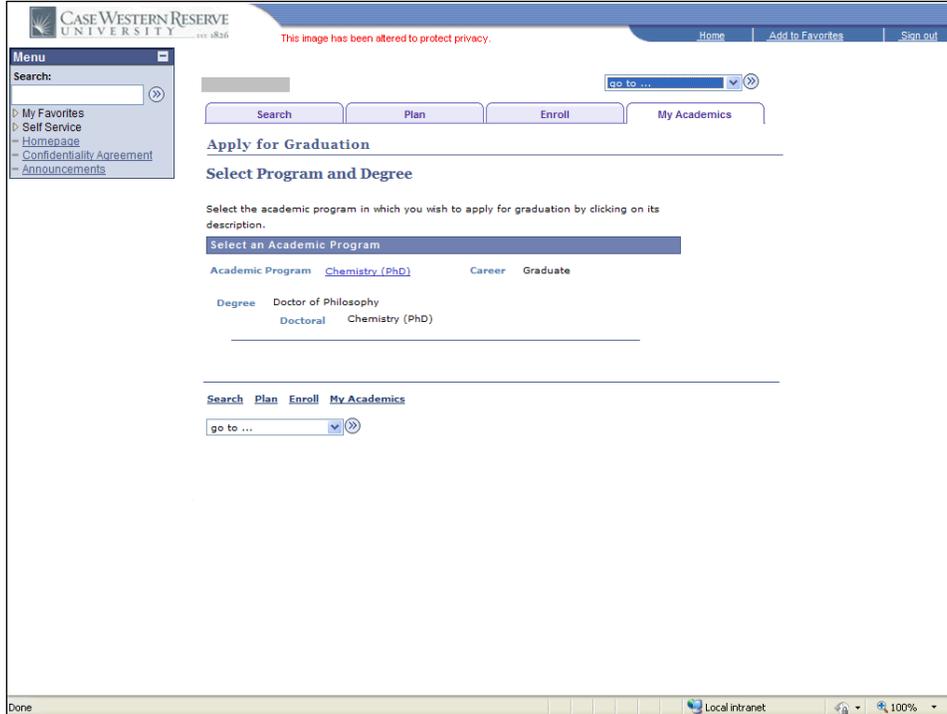
Graduation Application - Graduate



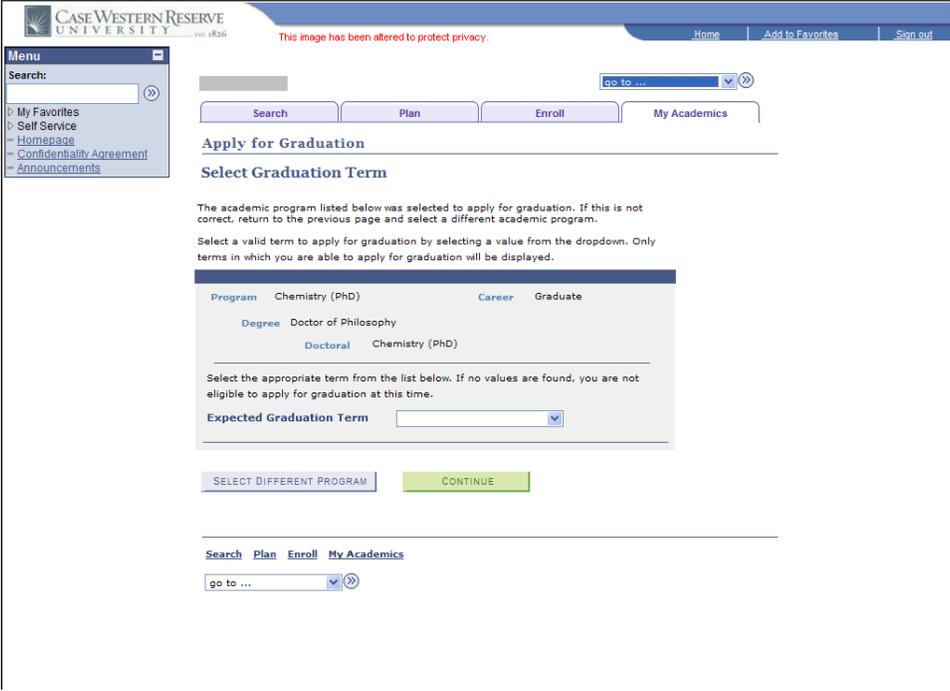
Step	Action
2.	Click the Apply for Graduation link. Apply for Graduation



Step	Action
3.	Click the Go button. 



Step	Action
4.	The Select Program and Degree screen appears. All programs in which you are active appear on the screen. Click on the program for which you wish to apply for graduation. <u>Chemistry (PhD)</u>



This image has been altered to protect privacy.

Home | Add to Favorites | Sign out

Menu

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go to ...

Search Plan Enroll 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	Chemistry (PhD)	Career	Graduate
Degree	Doctor of Philosophy		
	Doctoral	Chemistry (PhD)	

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

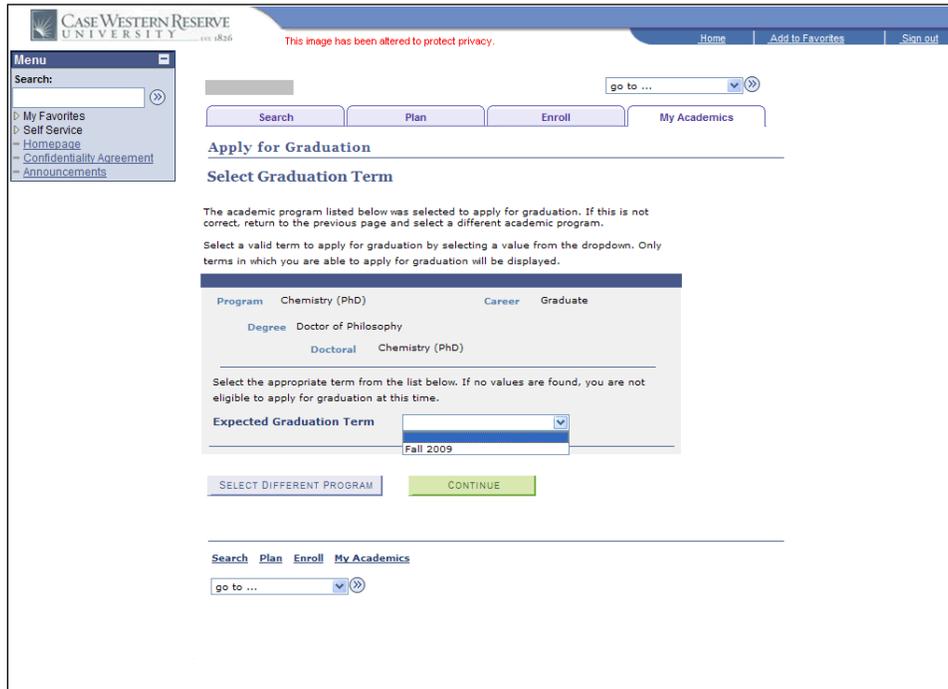
Expected Graduation Term

SELECT DIFFERENT PROGRAM CONTINUE

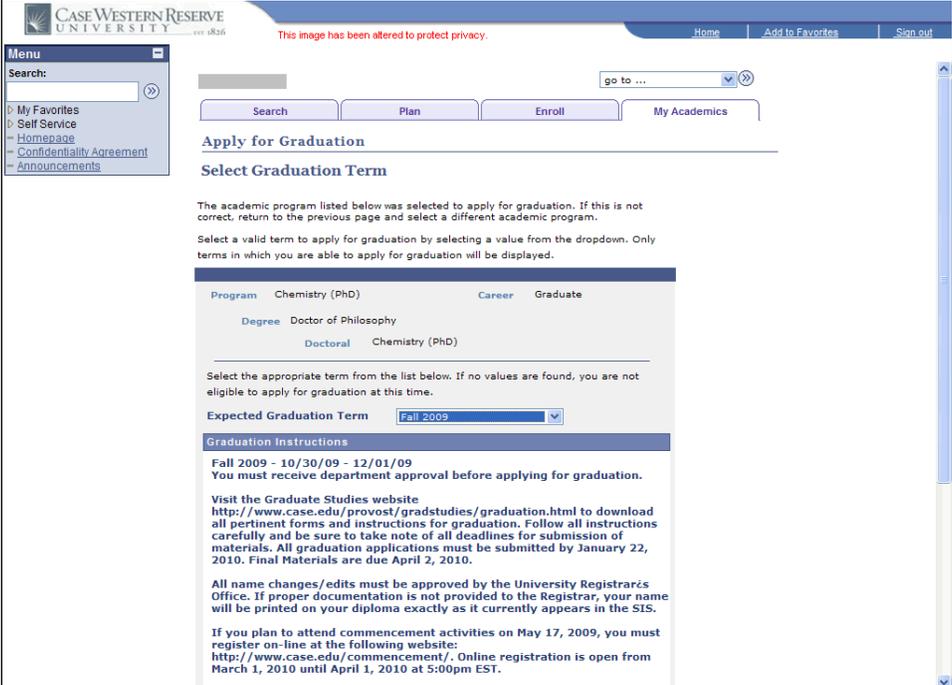
Search Plan Enroll My Academics

go to ...

Step	Action
5.	<p>The program group box appears.</p> <p>Click the Expected Graduation Term list.</p> <input type="text"/>



Step	Action
6.	<p>Select the term from which you wish to graduate from the dropdown list.</p> <p>If terms appear, but the term in which you wish to graduate does not appear, then the current date is not in the range of time when that term is open for graduation applications.</p> <p>Fall 2009</p>



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Search Plan Enroll 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	Chemistry (PhD)	Career	Graduate
Degree	Doctor of Philosophy		
	Doctoral	Chemistry (PHD)	

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

Graduation Instructions

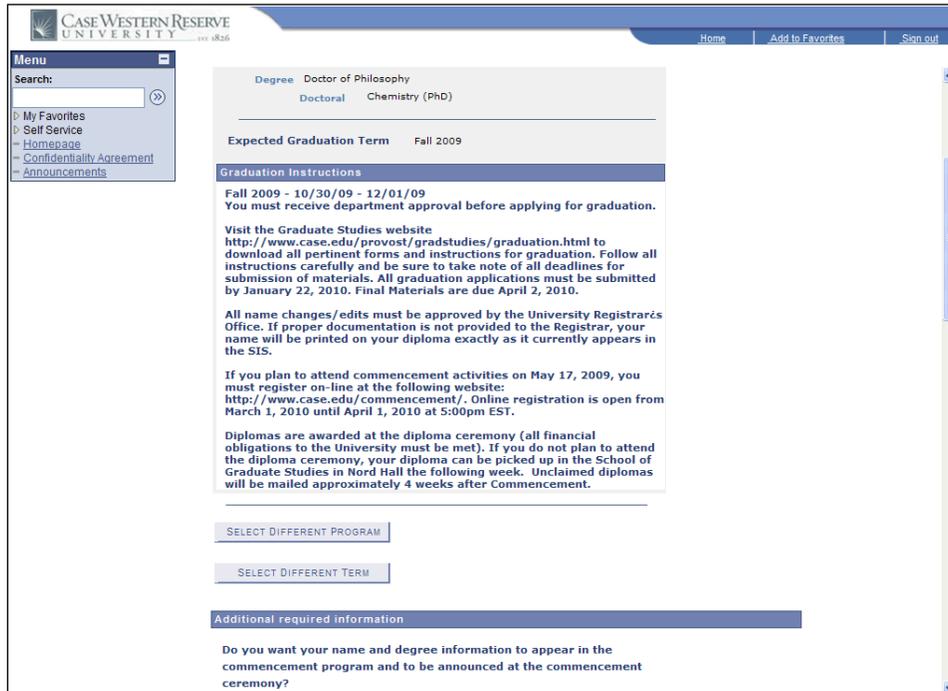
Fall 2009 - 10/30/09 - 12/01/09
You must receive department approval before applying for graduation.

Visit the Graduate Studies website
<http://www.case.edu/provost/gradstudies/graduation.html> to download all pertinent forms and instructions for graduation. Follow all instructions carefully and be sure to take note of all deadlines for submission of materials. All graduation applications must be submitted by January 22, 2010. Final Materials are due April 2, 2010.

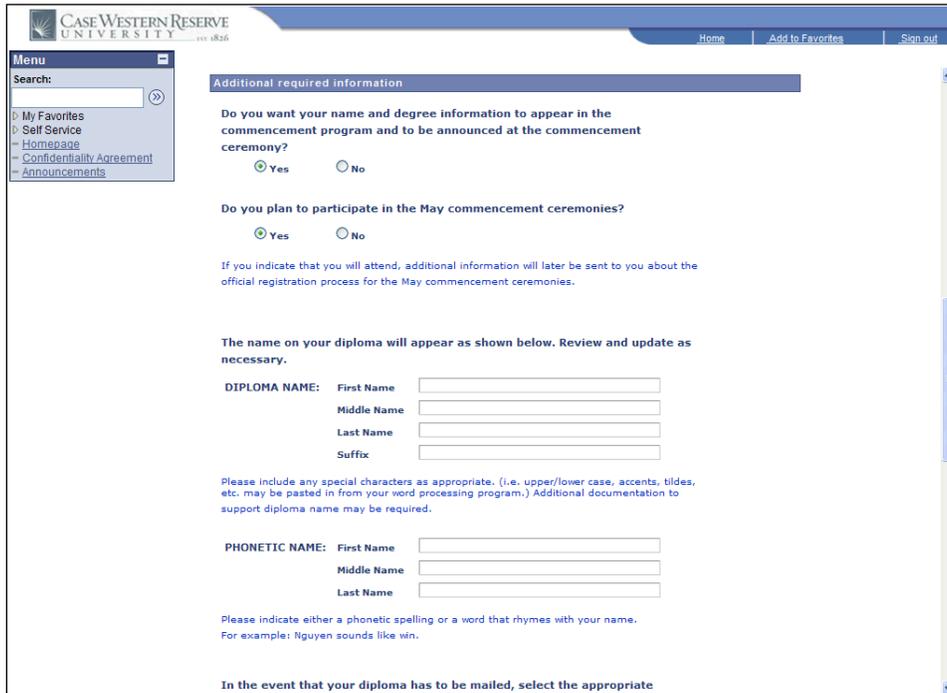
All name changes/edits must be approved by the University Registrar's Office. If proper documentation is not provided to the Registrar, your name will be printed on your diploma exactly as it currently appears in the SIS.

If you plan to attend commencement activities on May 17, 2009, you must register on-line at the following website:
<http://www.case.edu/commencement/>. Online registration is open from March 1, 2010 until April 1, 2010 at 5:00pm EST.

Step	Action
7.	School-specific Graduation Instructions appear. Please read them carefully.
8.	Click the Continue button. 

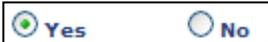


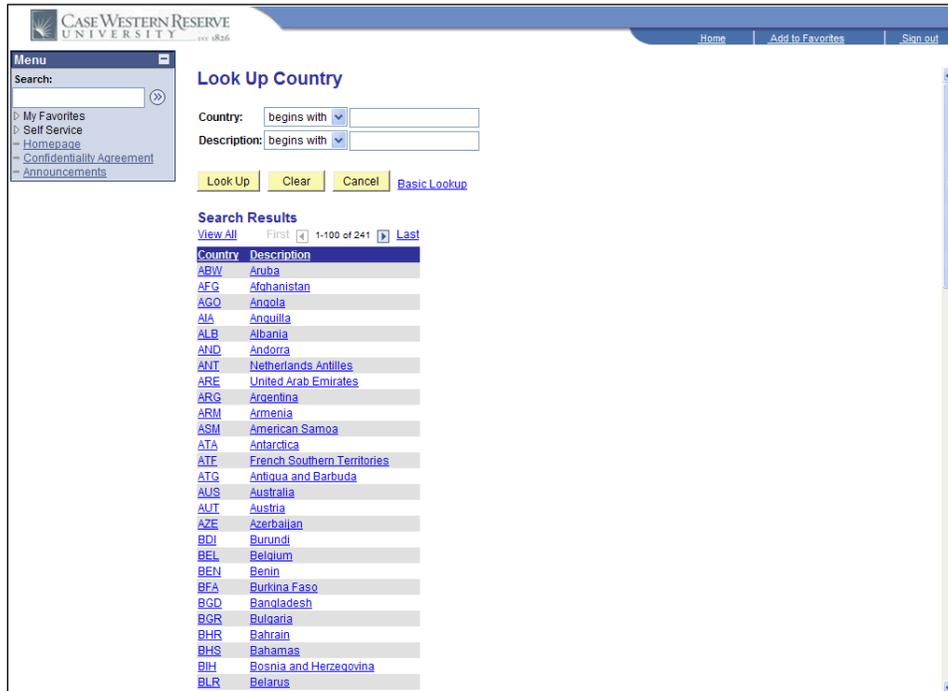
Step	Action
9.	Please note that if you have selected the wrong program from which to apply for graduation, you can change your program selection by clicking the Select Different Program button. 
10.	Please note that if you have selected the wrong term in which to apply for graduation, you can change the term selection by clicking the Select Different Term button. 

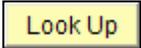
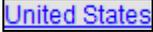


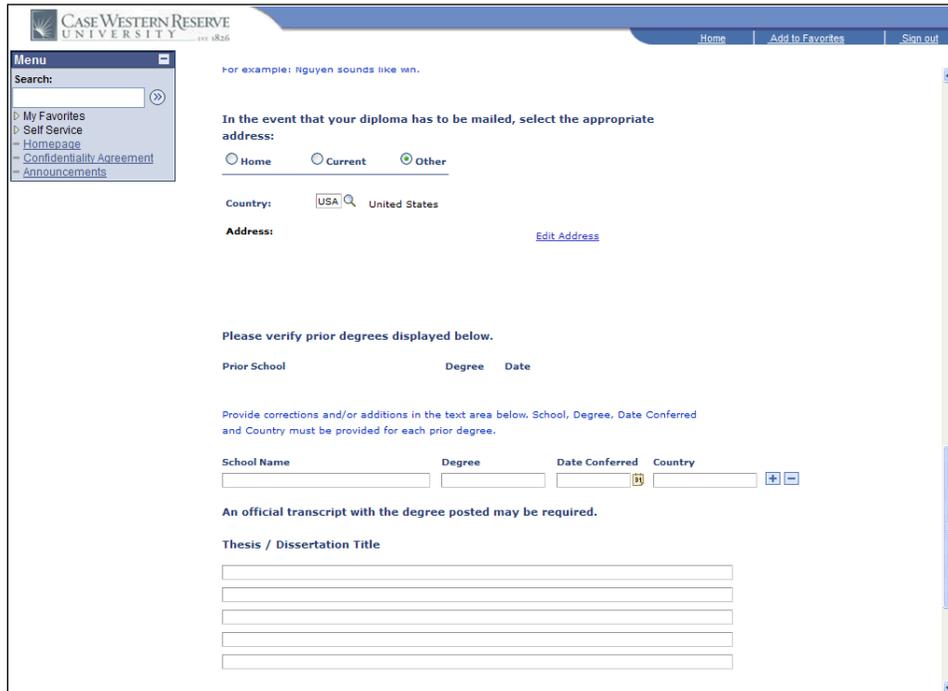
The screenshot shows a web browser window with the Case Western Reserve University logo at the top left. A navigation menu is open on the left, listing options like 'My Favorites', 'Self Service', 'Home page', 'Confidentiality Agreement', and 'Announcements'. The main content area is titled 'Additional required information' and contains the following sections:

- Do you want your name and degree information to appear in the commencement program and to be announced at the commencement ceremony?** with radio buttons for 'Yes' (selected) and 'No'.
- Do you plan to participate in the May commencement ceremonies?** with radio buttons for 'Yes' (selected) and 'No'.
- A note: 'If you indicate that you will attend, additional information will later be sent to you about the official registration process for the May commencement ceremonies.'
- The name on your diploma will appear as shown below. Review and update as necessary.**
- DIPLOMA NAME:** Four input fields for 'First Name', 'Middle Name', 'Last Name', and 'Suffix'.
- A note: 'Please include any special characters as appropriate. (i.e. upper/lower case, accents, tildes, etc. may be pasted in from your word processing program.) Additional documentation to support diploma name may be required.'
- PHONETIC NAME:** Three input fields for 'First Name', 'Middle Name', and 'Last Name'.
- A note: 'Please indicate either a phonetic spelling or a word that rhymes with your name. For example: Nguyen sounds like win.'
- A final instruction: 'In the event that your diploma has to be mailed, select the appropriate'.

Step	Action
11.	The Additional Required Information fields appear below the Continue button. Answer the first question by clicking the Yes (default) or No radio button. 
12.	Answer the second question by clicking the Yes (default) or No radio button. 
13.	Confirm or update the name that will appear on your diploma. Include special characters as appropriate. You may need to provide additional documentation to support the diploma name entered.
14.	Enter the phonetic spelling of your name, or enter a word that rhymes with your name. Include First, Middle, and Last Names as appropriate.
15.	If you need your diploma mailed to you, select the address to which the diploma should be mailed. If the Other option is selected, then a new address can be entered. If Home or Current are selected, then the address on file for the address type will appear in the Address field.
16.	If you have selected the Other option, begin entering a new address by first clicking the Look up Country button. 



Step	Action
17.	Enter information to search for the appropriate country into the Description field.
18.	Click the Look Up button. 
19.	Select the appropriate country from the search results. 



For example: nguyen sounds like wn.

In the event that your diploma has to be mailed, select the appropriate address:

Home Current Other

Country:

Address: [Edit Address](#)

Please verify prior degrees displayed below.

Prior School	Degree	Date

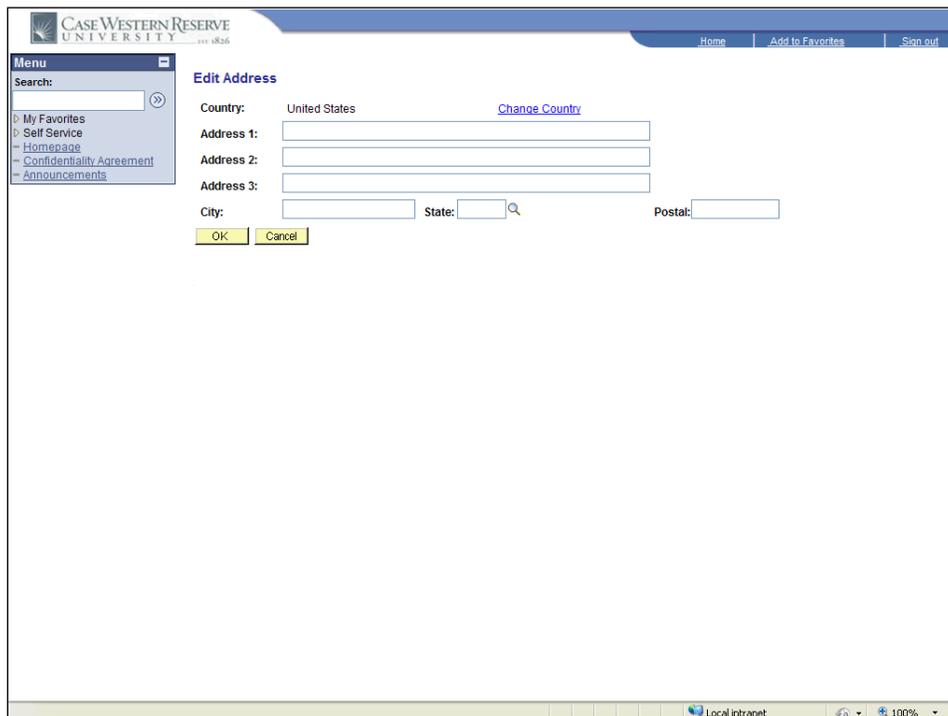
Provide corrections and/or additions in the text area below. School, Degree, Date Conferred and Country must be provided for each prior degree.

School Name	Degree	Date Conferred	Country
<input type="text"/>	<input type="text"/>	<input type="text" value="05"/>	<input type="text"/>

An official transcript with the degree posted may be required.

Thesis / Dissertation Title

Step	Action
20.	Click the Edit Address link. Edit Address



Edit Address

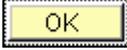
Country: United States [Change Country](#)

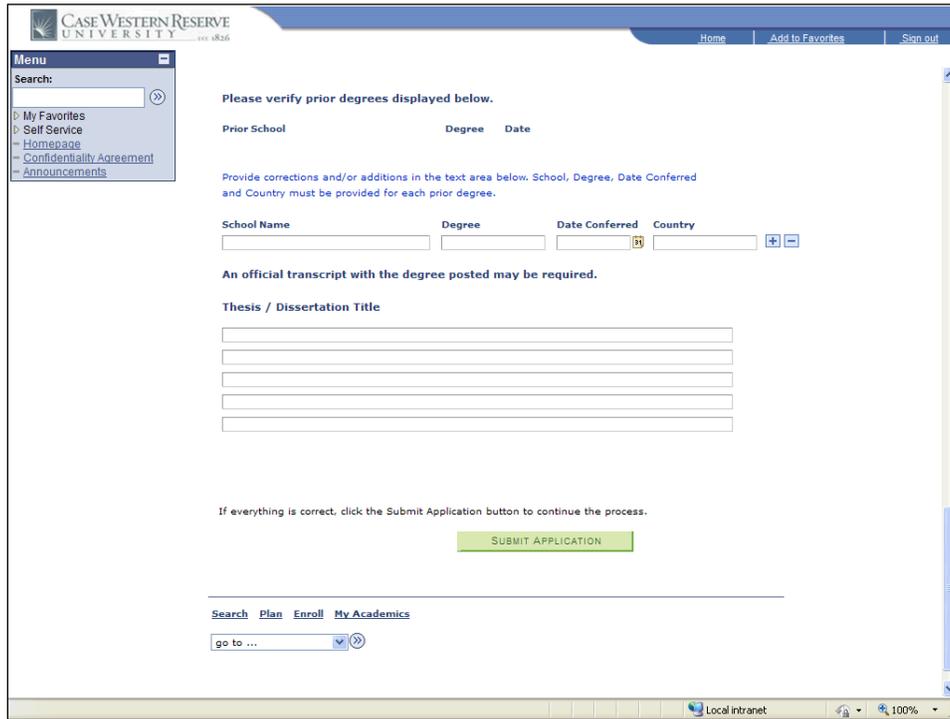
Address 1:

Address 2:

Address 3:

City: State: Postal:

Step	Action
21.	Enter the address information as appropriate into the Edit Address screen.
22.	Click the OK button. 



Case Western Reserve University logo and navigation links (Home, Add to Favorites, Sign out) are visible at the top.

Menu

- Search: [input]
- My Favorites
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Please verify prior degrees displayed below.

Prior School	Degree	Date
Provide corrections and/or additions in the text area below. School, Degree, Date Conferred and Country must be provided for each prior degree.		
School Name	Degree	Date Conferred
[input]	[input]	[input]
An official transcript with the degree posted may be required.		
Thesis / Dissertation Title		
[input]		

If everything is correct, click the Submit Application button to continue the process.

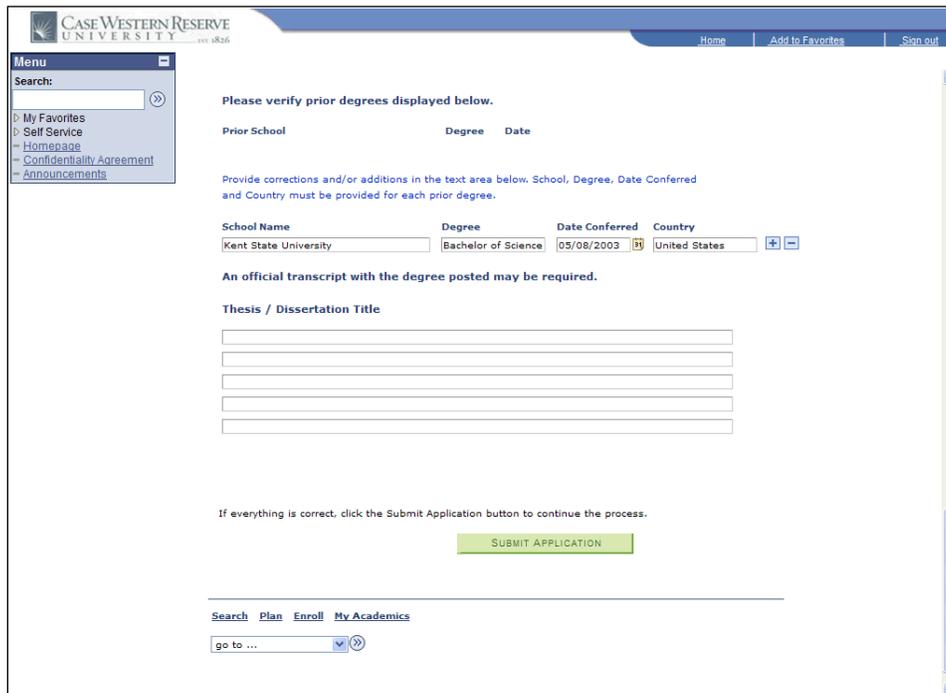
SUBMIT APPLICATION

Search Plan Enroll My Academics

go to ... [input]

Local intranet | 100%

Step	Action
23.	If you have another degree from a previous institution, enter the School Name , Degree , Date Conferred , and Country where the institution exists.



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Search:

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Case Western Reserve University

Please verify prior degrees displayed below.

Prior School	Degree	Date	
Kent State University	Bachelor of Science	05/08/2003	United States

Provide corrections and/or additions in the text area below. School, Degree, Date Conferred and Country must be provided for each prior degree.

School Name Degree Date Conferred Country

Kent State University Bachelor of Science 05/08/2003 United States

An official transcript with the degree posted may be required.

Thesis / Dissertation Title

If everything is correct, click the Submit Application button to continue the process.

SUBMIT APPLICATION

Search Plan Enroll My Academics

go to ...

Step	Action
24.	To add a second institution to the prior degrees list, click the Add new row button. 
25.	Enter the title of your thesis or dissertation in to the Thesis/Dissertation Title field. If a title is too long to fit in the first field, it can be continued in the field below it.
26.	Click the Submit Application button. 
27.	The Submit Confirmation screen appears.
28.	This completes the process of applying for graduation. End of Procedure.