

### **Graduation Application - Graduate**

#### Procedure

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

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- <u>Confidentiality Agreement</u> - <u>Announcements</u>	Academics	This Week's Schedule		SEARCH FOR CLASSES	
	Plan	Class	Schedule	▼ Holde	
	Enroll My Academics	CHEM 701-107 THE (1506)	To Be Announced	Past Due Balance	
		112 (2000)	weekly schedule b	Registration Advisor Hold	
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		2009 semester			
	Finances			Enrollment Dates	
	My Account	Account Summary		Open Enrollment Dates	
	Account Inquiry	You owe 672.00.			
		Due Now 672.00		* Advisor	
	other financial 💌 测	<ul> <li>Future Due</li> </ul>	0.00	Program Advisor	
		** You have a past due	balance of 672.00. **	Gregory Tochtrop	
		Currency used is US Doll	ar.	details ▶	
		view billing	statements / make a payment	Academic Document Links     Order Official Transcripts     Order Enrollment Verification	
	Personal Information				
		Contact Information		Other Academic Links	
	Authorized Users Demographic Data Emergency Contact	Home 8784 Shadycreek Dr	Current None	Blackboard MediaVision Courseware	
	<u>Names</u> <u>User Preferences</u>	Centerville, OH 45458		✓ Other Financial Links	
	other personal 💙 🛞	Home Phone 937/271-4527	Email noreply@case.edu	Financial Aid briefCase Housing	
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Step	Action
1.	Click the <b>other academic</b> dropdown list.



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	other academic V	THE (1506)	To Be Announced weekly schedule ≱ enrollment shopping cart ≱	Past Due Ba Registration	alance n Advisor Hold details Þ	
	Academic Planner Academic Requirement Apply for Graduation Class Schedule Course History	Your Health Fee has 2009 semester	not been waived for the Fall	Coen Enro	ent Dates	
	Enrollment: Drop Enrollment: Edit Enrollment: Swap Exam Schedule Grades Transcript: View Unoffic What-if Report	Account Summary You owe 672.00. Due Now 67 Future Due ** You have a past due	2.00 0.00 balance of 672.00. **	Advisor Program Ad Gregory To	<b>visor</b> schtrop	
	Withdrawal Request other academic	Currency used is US Doll	ar. g statements / make a payment	✓ Academ Order Offici	details ▶ ic Document Links al Transcripts	
	Personal Information			Order Enrol	Iment Verification	
	Authorized Users Demographic Data Emergency Contact Names User Preferences	Contact Information Home 8784 Shadycreek Dr Centerville, OH 45458	<u>Current</u> None	Blackboard MediaVision	n Courseware	
	other personal 💌 🔊	Home Phone 937/271-4527	Email noreply@case.edu	Financial Ai Housing	d briefCase	
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Step	Action
2.	Click the Apply for Graduation link.

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- <u>Homepage</u> - <u>Confidentiality Agreement</u>	▼ Academics			SEARCH FOR CLASSES	
- <u>Announcementa</u>	Search	This Week's Schedule			
	Plan	Class	Schedule	✓ Holds	
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			enrollment shopping cart ▶	details 🕨	
		Your Health Fee has	not been waived for the Fall		
	Finances	2009 semester		Enrollment Dates	
	My Account	Account Summary		Open Enrollment Dates	
	Account Inquiry	You owe 672.00.			
		Due Now 67	2.00	Advisor	
	other financial 💌 📎	Future Due	0.00	Program Advisor	
		** You have a past due	balance of 672.00. **	Gregory Tochtrop	
		Currency used is US Dol	lar.	details ▶	
		view billin	g statements / make a payment	<ul> <li>Academic Document Links</li> <li>Order Official Transcripts</li> </ul>	
	<b>T</b>			Order Enrollment Verification	
	Personal Information			Other Academic Links	
	Authorized Users	Contact Information		Plaskboard	
	Demographic Data	Home	Current	MediaVision Courseware	
	Emergency Contact Names	8784 Shadycreek Dr	None		
	User Preferences	Centerville, OH 45458		Other Financial Links	
	other personal 🗸 📎	Home Phone 937/271-4527	Email noreply@case.edu	Financial Aid briefCase Housing	
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Step	Action
3.	Click the <b>Go</b> button.

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<ul> <li>My Favorites</li> <li>Self Service</li> </ul>	Search Plan Enroll	My Academics	
<ul> <li>Homepage</li> <li>Confidentiality Agreement</li> <li>Appaupagements</li> </ul>	Apply for Graduation		
- Amouncements	Select Program and Degree		
	Select the academic program in which you wish to apply for graduation by clickin description.	g on its	
	Select an Academic Program		
	Academic Program <u>Chemistry (PhD)</u> Career Graduate		
	Degree Doctor of Philosophy Doctoral Chemistry (PhD)		
Done		Scal intranet	🖓 • 🔍 100% • 💡

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.  Chemistry (PhD)



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Self Service Homepage	Apply for Graduation
Confidentiality Agreement Announcements	Select Graduation Term
	Secce of addition refin
	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 FROMRAM
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Step	Action
5.	The program group box appears.
	Click the Expected Graduation Term list.



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<ul> <li>My Favorites</li> <li>Self Service</li> <li><u>Homepage</u></li> <li><u>Conductative Agreement</u></li> </ul>	Search Plan Enroll My Academics Apply for Graduation
- Announcements	Select Graduation Term The academic program listed below as selected to apply for graduation. If this is not constrained for the how many tables and select a different academic montant.
	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
	Doctoral Chemistry (PhD)
	select the appropriate term from the list below. If no values are round, you are not eligible to apply for graduation at this time. Expected Graduation Term
	Fall 2009
	Search Plan Enroll My Academics

Step	Action
6.	Select the term from which you wish to graduate from the dropdown list.
	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.           Fall 2009



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Announcements	Select Craduation Term	
	Stiett 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 Fall 2009	
	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	
	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	
	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,	
	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.	
	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 Registrariss Office I forener documentation is not provided to the Registrary your name	
	http://www.case.edu/provost/gradstudies/graduation.html to download all pertunent 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 Haterials are due April 2, 2010. All name changes/eduits must be approved by the University Registrariss Office. If proper documentation is not provided to the Registrar, your name will be printed on your diplome acxcitly as it currently appears in the SIS.	
	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 Registraris 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	
	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 Registrarks 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:	

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 <b>Select Different Program</b> 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 <b>Select Different Term</b> button.



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D My Favorites	Do you want your	name and de	gree information to appear in the			
- Homepage	commencement p	rogram and to	be announced at the commencement			
- Confidentiality Agreement	Ceremony	0				
- Announcements	• Yes	∪ No				
	De unu elem te en		- Maria			
	Do you plan to pa	rucipate in th	e May commencement ceremonies?			
	Yes	O No				
	If you indicate that y	/ou will attend, a	idditional information will later be sent to you abo	out the		
	official registration p	rocess for the M	ay commencement ceremonies.			
	The name on you	r diploma will	appear as shown below. Review and updat	e as		
	necessary.					
	DIPLOMA NAME:	First Name				
		Middle Name				
		Lost Name				
		Last Name				
		Suffix				_
	Please include any s etc. may be pasted i	pecial characters in from your wor	s as appropriate. (i.e. upper/lower case, accents, d processing program.) Additional documentation	tildes, to		
	support diploma nar	ne may be requ	ired.			
	PHONETIC NAME:	First Name				
		Middle Name				
		Last Name				
	Please indicate eithe	r a phonetic cor	ling or a word that shymes with your name			
	For example: Nouve	n sounds like wi	n.			
1	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 <b>Other</b> option is selected, then a new address can be entered. If <b>Home</b> or <b>Current</b> 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 <b>Look up Country</b> button.



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	Search Results <u>View All</u> First et 1-100 of 241 D Last <u>Country Description</u> ABW Aruba			
	AEG Angola AGO Angola ALB Anguilla ALB Albania AND Andorra			
	ANT Netherlands Antilles ARE United Arab Emirates ARG Arcentina ARM Armenia ASM American Samoa			
	AIA Antarctica AIE French Southern Territories AIG Antiqua and Barbuda AUS Australia AUT Austral			
	AZE Azerbailan BDI Burundi BEL Belalum BEN Benin BEA Benin			
	BCD Bandiadesh BGD Bandiadesh BGR Bulgaria BHR Bahrain BHS Bahamas			
	BIH         Bosnia and Herzegovina           BLR         Belarus			~

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



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<u>– Announcements</u>	Country: USA United	States	Edit Address			
			<u>Eart Address</u>			
	Please verify prior degrees di	splayed below.				
	Prior School	Degree Da	te			
	Provide corrections and/or addition and Country must be provided for	s in the text area belo each prior degree.	w. School, Degree, Date Confe	rred		
	School Name	Degree	Date Conferred Coun	try		
	An official transcript with the Thesis / Dissertation Title	degree posted may	be required.			

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

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

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<ul> <li>Homepage</li> </ul>	Prior School	Degree Date			
<ul> <li><u>Confidentiality Agreement</u></li> <li>Announcements</li> </ul>	Describe secondines and (second		Cohool Doorse Dots Conformed		
	and Country must be provided	for each prior degree.	School, Degree, Date Conferred		
	School Name	Degree	Data Conformed Country		
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	An official transcript with	the degree period may l	a required		
	An official transcript with	the degree posted may t	e required.		
	Thesis / Dissertation Title				
1	If everything is correct, click the	a Submit Application button t	o continue the process.		
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Step	Action
23.	If you have another degree from a previous institution, enter the <b>School Name</b> , <b>Degree</b> , <b>Date Conferred</b> , and <b>Country</b> where the institution exists.



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Self Service Homepage	Prior School	Degree Date				
- Confidentiality Agreement						
- Announcements	Provide corrections and/or additions in the text area below. School, Degree, Date Conferred					
	and country must be provided i	tor each phor degree.				
	School Name	Degree	Date Conferred	Country		
	Kent State University	Bachelor of Science	05/08/2003	United States		
	If everything is correct, click the	Submit Application button to co	ntinue the process.			
		SUBMIT API	PLICATION			
	Search Plan Enroll My Acade	mics				
	ao to					
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Step	Action
24.	To add a second institution to the prior degrees list, click the <b>Add new row</b> button.
25.	Enter the title of your thesis or dissertation in to the <b>Thesis/Dissertation Title</b> 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. <b>End of Procedure.</b>