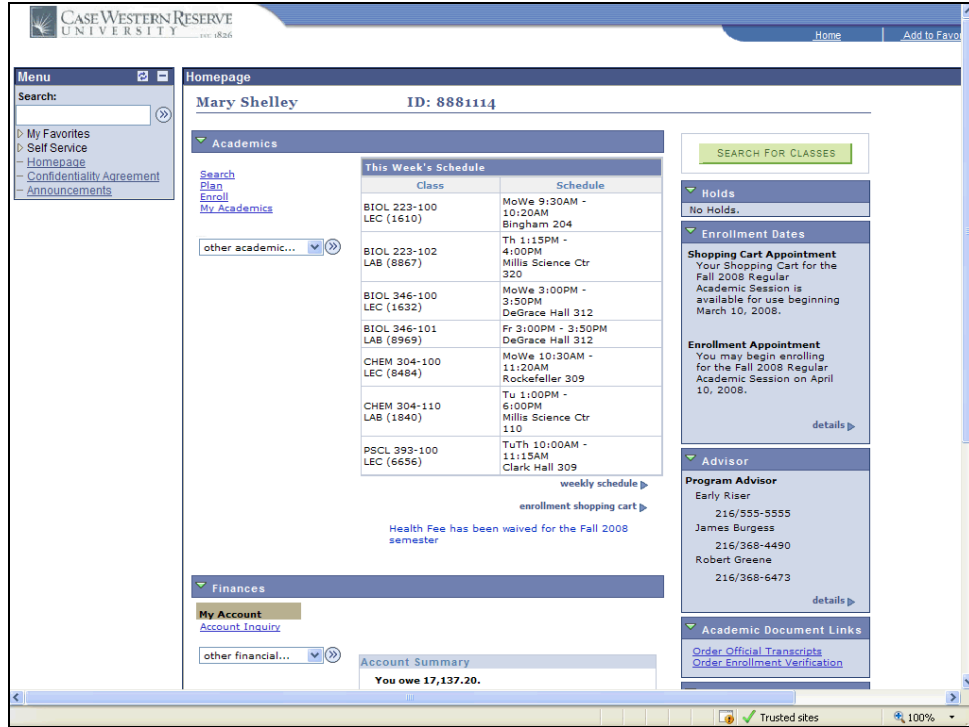
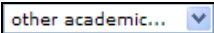


## Graduation Application Procedure

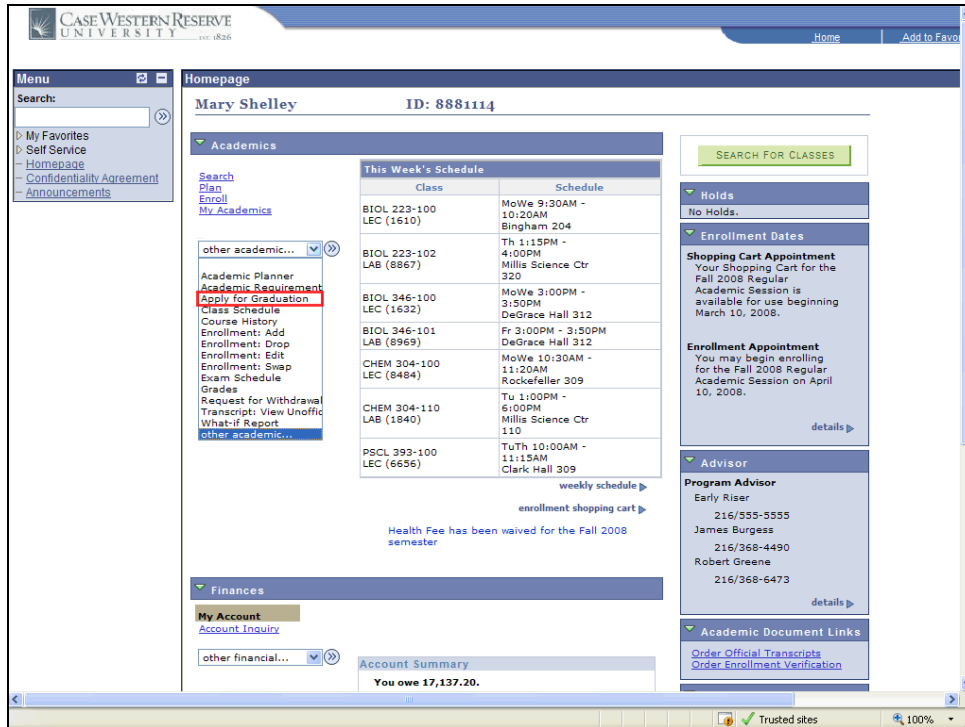
Use the Graduation Application process to apply for graduation through the Student Center.



Step	Action
1.	Click the <b>other academic...</b> dropdown list. 

# Business Process Document

## Graduation Processing: Graduation Application



**Case Western Reserve University** | Home | Add to Favorites

**Menu**  
 Search:   
 My Favorites  
 Self Service  
 Homepage  
 Confidentiality Agreement  
 Announcements

**Homepage**  
 Mary Shelley ID: 8881114

**Academics**

Search  
 Plan  
 Enroll  
 My Academics

other academic...  
 Academic Planner  
 Academic Requirement  
**Apply for Graduation**  
 Class Schedule  
 Course History  
 Enrollment: Add  
 Enrollment: Drop  
 Enrollment: Edit  
 Enrollment: Swap  
 Exam Schedule  
 Grades  
 Request for Withdrawal  
 Transcript: View Unofficial  
 What-if Report  
 other academic...

**This Week's Schedule**

Class	Schedule
BIOL 223-100 LEC (1610)	MoWe 9:30AM - 10:20AM Bingham 204
BIOL 223-102 LAB (8867)	Th 1:15PM - 4:00PM Millis Science Ctr 320
BIOL 346-100 LEC (1632)	MoWe 3:00PM - 3:50PM DeGrace Hall 312
BIOL 346-101 LAB (8969)	Fr 3:00PM - 3:50PM DeGrace Hall 312
CHEM 304-100 LEC (8484)	MoWe 10:30AM - 11:20AM Rockefeller 309
CHEM 304-110 LAB (1840)	Tu 1:00PM - 6:00PM Millis Science Ctr 110
PSCL 393-100 LEC (6656)	TuTh 10:00AM - 11:15AM Clark Hall 309

weekly schedule  
 enrollment shopping cart

Health Fee has been waived for the Fall 2008 semester

**Finances**

My Account  
 Account Inquiry

other financial...  
 Account Summary  
 You owe 17,137.20.

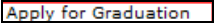

**SEARCH FOR CLASSES**

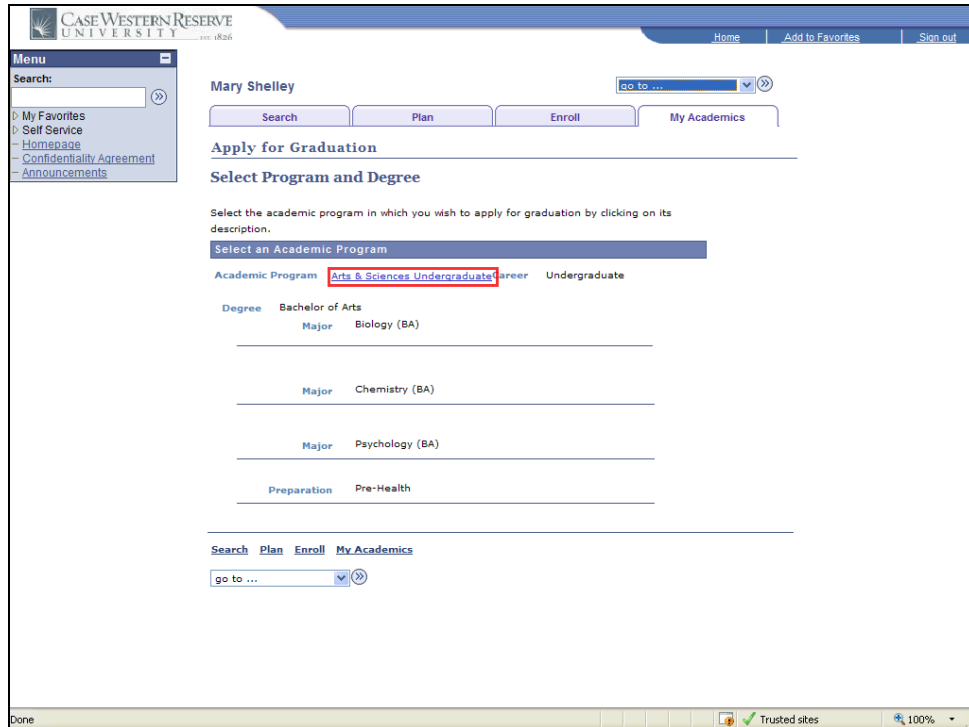
**Holds**  
 No Holds.

**Enrollment Dates**  
**Shopping Cart Appointment**  
 Your Shopping Cart for the Fall 2008 Regular Academic Session is available for use beginning March 10, 2008.  
**Enrollment Appointment**  
 You may begin enrolling for the Fall 2008 Regular Academic Session on April 10, 2008.

**Advisor**  
**Program Advisor**  
 Early Riser  
 216/555-5555  
 James Burgess  
 216/368-4490  
 Robert Greene  
 216/368-6473

**Academic Document Links**  
 Order Official Transcripts  
 Order Enrollment Verification

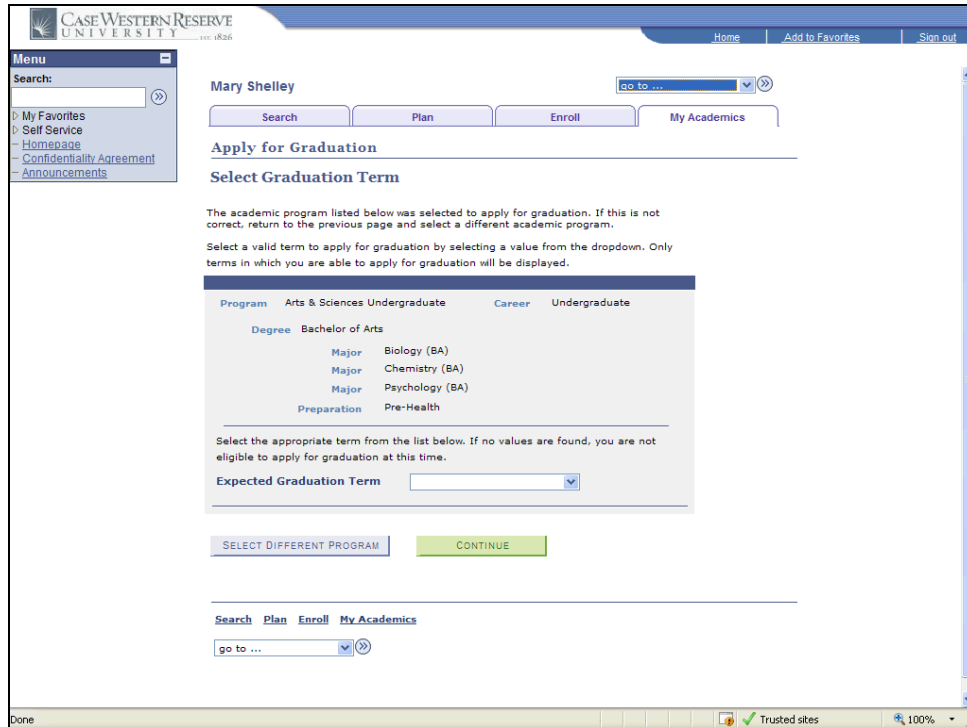
Step	Action
2.	Click the <b>Apply for Graduation</b> list item. 
3.	Click the <b>Go</b> button. 



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. <a href="#">Arts &amp; Sciences Undergraduate</a>

# Business Process Document

## Graduation Processing: Graduation Application



Case Western Reserve University

Home Add to Favorites Sign out

Menu

Search: [go to ...]

My Favorites Self Service Homepage Confidentiality Agreement Announcements

Mary Shelley [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	Arts & Sciences Undergraduate	Career Undergraduate
Degree	Bachelor of Arts	
Major	Biology (BA)	
Major	Chemistry (BA)	
Major	Psychology (BA)	
Preparation	Pre-Health	

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

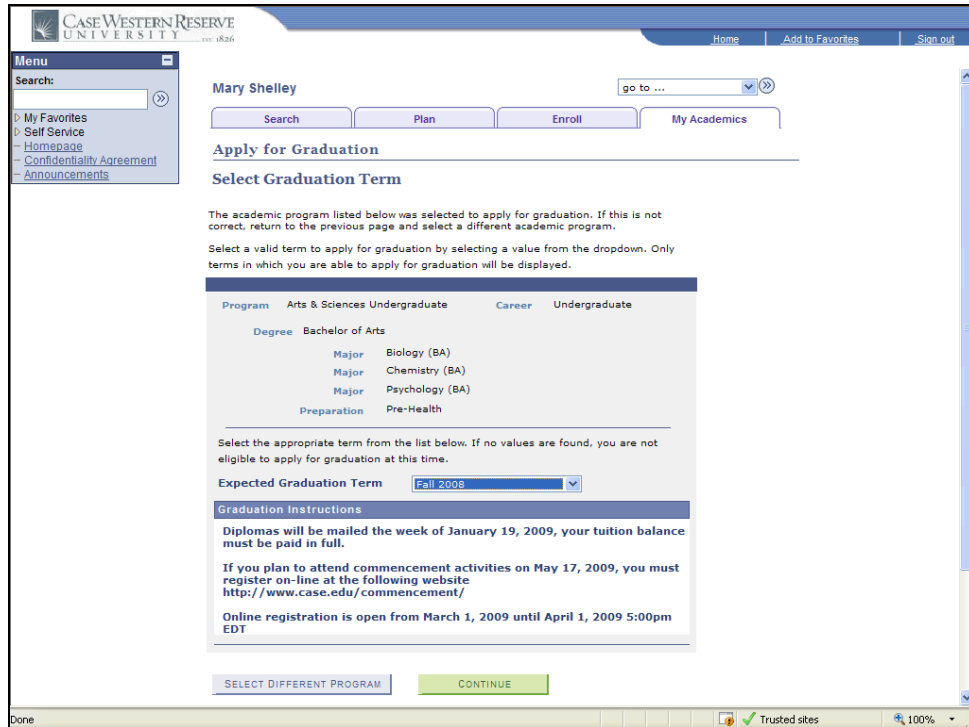
Expected Graduation Term [dropdown]

SELECT DIFFERENT PROGRAM CONTINUE

Search Plan Enroll My Academics

[go to ...]

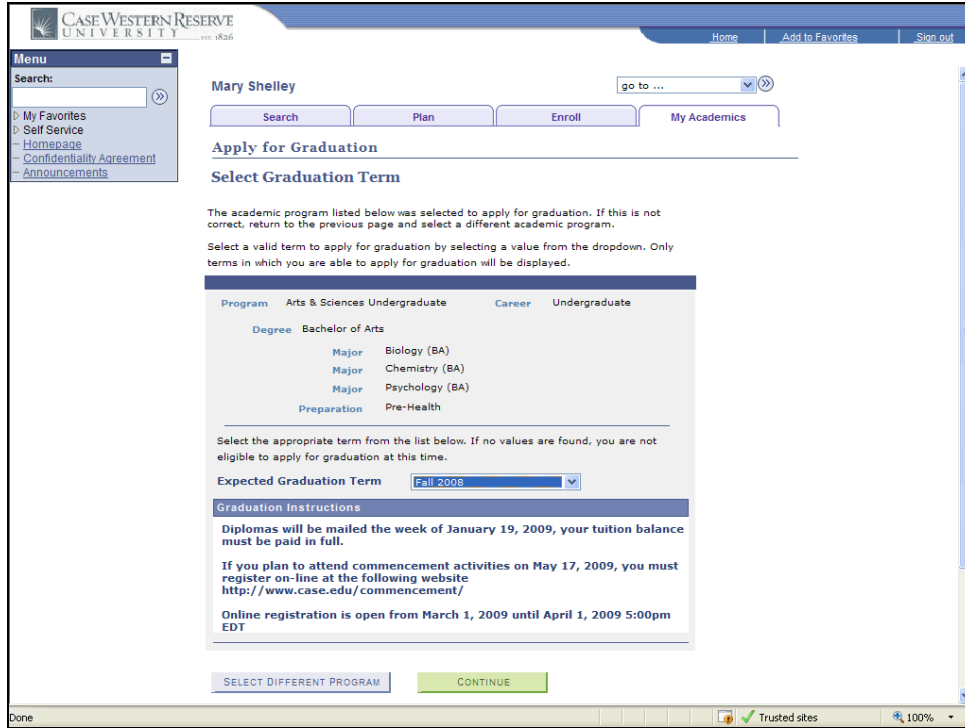
Step	Action
5.	<p>The program group box appears.</p> <p>Click the <b>Expected Graduation Term</b> list.</p> <p>[dropdown]</p>
6.	<p>Select the term from which you wish to graduate from the dropdown list.</p> <p>If terms appear, but the term in which you wish to graduate does not appear, then the current date is not in the range of time when that term is open for graduation applications.</p> <p>[Fall 2008]</p>



Step	Action
7.	School-specific Graduation Instructions appear. Please read them carefully.
8.	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. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">SELECT DIFFERENT PROGRAM</div>

# Business Process Document

## Graduation Processing: Graduation Application



The screenshot shows a web browser window displaying the graduation application page for Mary Shelley. The page includes a navigation menu on the left with links like 'My Favorites', 'Self Service', 'Homepage', 'Confidentiality Agreement', and 'Announcements'. The main content area is titled 'Apply for Graduation' and 'Select Graduation Term'. It contains instructions for selecting a program and term, a table of available programs, and a 'Graduation Instructions' section. At the bottom of the form, there are two buttons: 'SELECT DIFFERENT PROGRAM' and 'CONTINUE'.

**Menu**

- My Favorites
- Self Service
- Homepage
- Confidentiality Agreement
- Announcements

Mary Shelley

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	Arts & Sciences Undergraduate	Career	Undergraduate
Degree	Bachelor of Arts		
Major	Biology (BA)		
Major	Chemistry (BA)		
Major	Psychology (BA)		
Preparation	Pre-Health		

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 2008

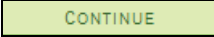
#### Graduation Instructions

Diplomas will be mailed the week of January 19, 2009, your tuition balance must be paid in full.

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, 2009 until April 1, 2009 5:00pm EDT

SELECT DIFFERENT PROGRAM CONTINUE

Step	Action
9.	Click the <b>Continue</b> button. 

The screenshot shows a web browser window displaying the Case Western Reserve University graduation application. The page title is "Additional required information". It contains two radio button questions, a diploma name section, and a phonetic name section. The browser's address bar shows "Trusted sites" and "100%".

**Additional required information**

Do you want your name and degree information to appear in the commencement program and to be announced at the commencement ceremony?  
 Yes  No

Do you plan to participate in the May commencement ceremonies?  
 Yes  No

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:** First Name   
 Middle Name   
 Last Name   
 Suffix

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:** First Name   
 Middle Name   
 Last Name


Please indicate either a phonetic spelling or a word that rhymes with your name.  
 For example: Nguyen sounds like win.

Step	Action
10.	The Additional Required Information fields appear below the Continue button. Answer the first question by clicking the <b>Yes</b> (default) or <b>No</b> radio button.
11.	Answer the second question by clicking the <b>Yes</b> (default) or <b>No</b> radio button.

# Business Process Document

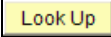

## Graduation Processing: Graduation Application



Step	Action
12.	<p>Confirm or update the name that will appear on your diploma.</p> <p>Include special characters as appropriate. Additional documentation may be required to support the diploma name entered.</p>
13.	<p>Enter the phonetic spelling of your name, or enter a word that rhymes with your name. Include First, Middle, and Last Names as appropriate.</p>
14.	<p>If you need your diploma mailed to you, select the address to which the diploma should be mailed.</p> <p>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.</p> <p> <input checked="" type="radio"/> Home           <input type="radio"/> Current           <input type="radio"/> Other         </p>
15.	<p>To enter a new address, first click the <b>Look up Country</b> button.</p> <p></p>

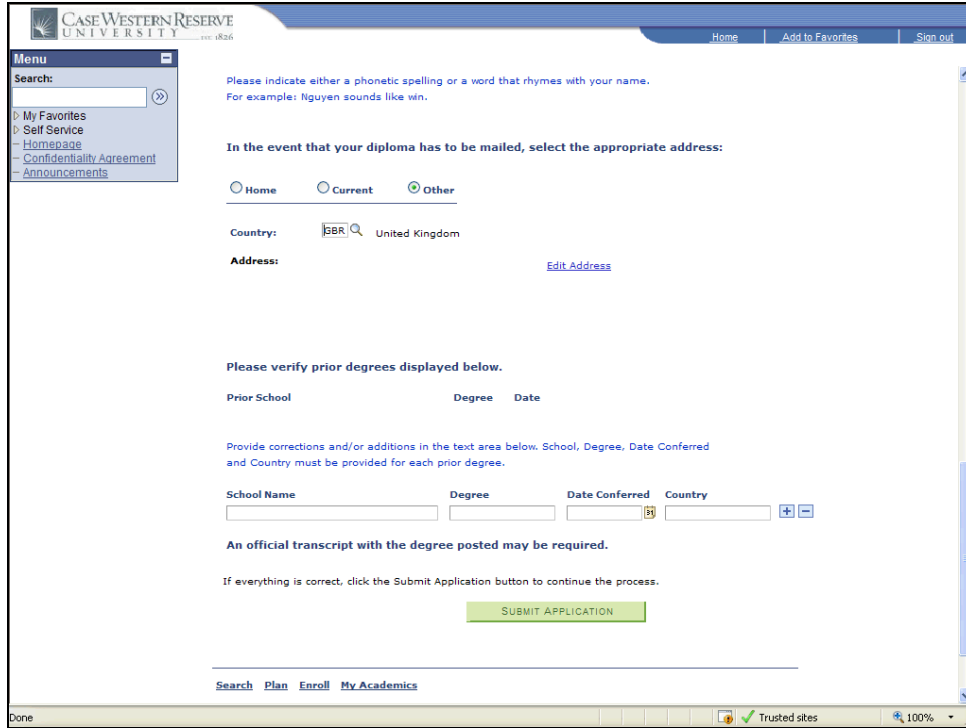




Step	Action
16.	Enter information to search for the appropriate country into the <b>Description</b> field.
17.	Click the <b>Look Up</b> button. 
18.	Select the appropriate country from the search results. 

# Business Process Document

## Graduation Processing: Graduation Application



CASE WESTERN RESERVE UNIVERSITY

Home Add to Favorites Sign out

Menu

Search: [ ]

- My Favorites
- Self Service
- Homepage
- Confidentiality Agreement
- Announcements

Please indicate either a phonetic spelling or a word that rhymes with your name.  
For example: Nguyen sounds like win.

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

Home  Current  Other

Country:  United Kingdom

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Country
<input type="text"/>		<input type="text"/>

An official transcript with the degree posted may be required.

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

[SUBMIT APPLICATION](#)


Search Plan Enroll My Academics

Step	Action
19.	Click the <b>Edit Address</b> link. <a href="#">Edit Address</a>

The screenshot shows a web browser window displaying the 'Edit Address' form. The browser's address bar shows the Case Western Reserve University logo and navigation links: Home, Add to Favorites, and Sign out. On the left, there is a 'Menu' sidebar with a search box and links to My Favorites, Self Service, Homepage, Confidentiality Agreement, and Announcements. The main content area is titled 'Edit Address' and contains the following fields:

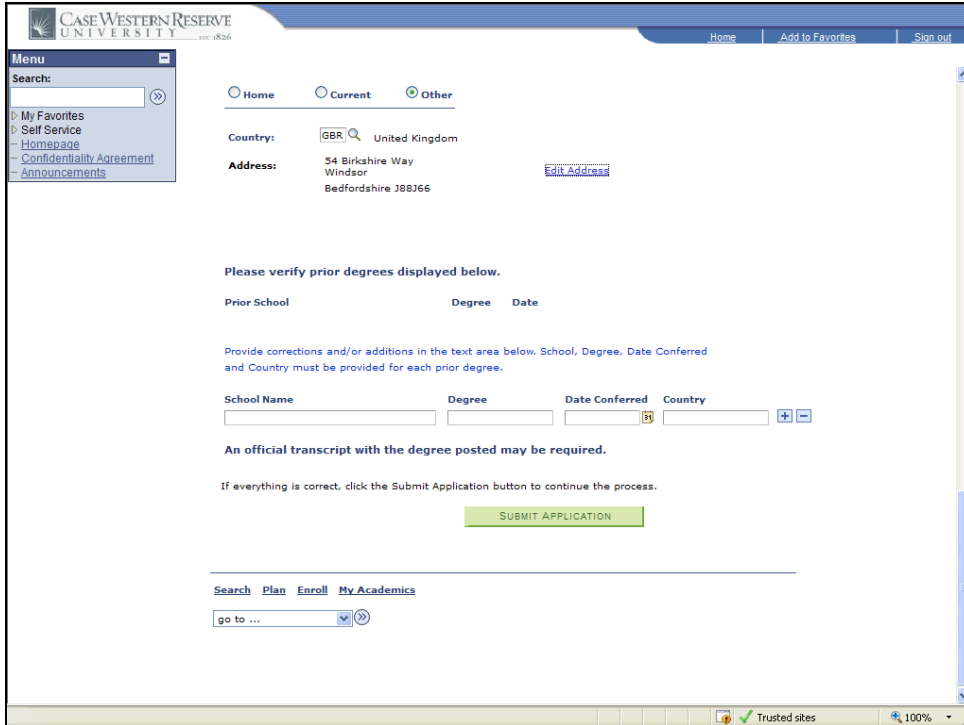
- Country: United Kingdom (with a [Change Country](#) link)
- Address 1: [Text Input Field]
- Address 2: [Text Input Field]
- Address 3: [Text Input Field]
- City: [Text Input Field]
- County: [Text Input Field] (with a search icon)
- Post Code: [Text Input Field]

At the bottom of the form are two buttons: 'OK' and 'Cancel'. The browser's status bar at the bottom indicates 'Trusted sites' and a zoom level of 100%.

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

# Business Process Document

## Graduation Processing: Graduation Application



Case Western Reserve University logo and navigation links (Home, Add to Favorites, Sign out).

Menu: My Favorites, Self Service, Homepage, Confidentiality Agreement, Announcements.

Search: [Search Bar]

Country: GBR United Kingdom

Address: 54 Birkshire Way, Windsor, Bedfordshire MK43 7JG [Edit Address]

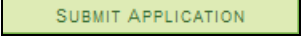
Please verify prior degrees displayed below.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
An official transcript with the degree posted may be required.		
If everything is correct, click the Submit Application button to continue the process.		
<input type="button" value="SUBMIT APPLICATION"/>		

Search Plan Enroll My Academics

go to ... [Dropdown]

Trusted sites 100%

Step	Action
22.	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.
23.	Click the <b>Submit Application</b> button. 
24.	The Submit Confirmation screen appears.
25.	This completes the process of applying for graduation. <b>End of Procedure.</b>