Application for Graduation

Introduction

Students apply for graduation in their final term. Application deadlines are set by individual schools. For example, undergraduate students may have a different deadline from students graduating from the Weatherhead School of Management.

If you have questions about your application or the graduation process, please contact your school or college.

Students also need to register if they plan to attend the May commencement ceremonies. Registration is open March 1 to April 1 each year on the commencement website. This is also where to find all ceremony details during the Spring semester.

Note: Commencement registration is a separate process from the SIS application for graduation.

Apply

1. Log in to SIS with your CWRU ID and associated passphrase.

   Your **Student Home** appears.

2. Click the **Academics** tile, then the **Graduation** tile.

   The **My Academic Programs** page appears.

3. Verify that the academic program listed is correct.

4. Select the academic program or programs for which you want to apply by toggling the slider(s) to **Yes** then clicking the **Apply** button.

   If the slider is inactive or no programs are listed, your application isn't currently open. Please check with your school for application dates.

Graduation Term

5. Choose the term you are applying for by selecting a value from the dropdown. Only terms in which you can apply for graduation will be displayed.

6. Read your school-specific graduation instructions carefully.

7. Click **Next**.

Diploma Name

8. The name listed is how your name will appear on your diploma by default.

    After submitting your graduation application, you will receive an email with instructions for updating your legal name or requesting an alternative name to appear on your diploma.

9. Click **Next**.

Diploma Address

10. Click the **Add an Address** button and enter an address where your diploma can be delivered, should it need to be mailed. Please do not use special characters or non-English characters as SIS may not be able to save or reproduce them correctly.

    You may update this address later, if necessary, by going to the **Profile** tile on the **Student Home** page.

11. Click **Next**.

Additional Information

12. Click the lookup icon and select **Yes** or **No** to indicate if you would like your name to appear in the commencement program.

13. Enter your phonetic name by writing your name based on how it sounds, rather than its standard spelling. For example, Sophia: So-FEE-uh or Ravish: RAV-eesh.

14. Click **Accept**, then **Next**.

15. Click **Submit** to complete the process. Within 24 hours of submitting your application, you will receive a confirmation email with additional information.

This completes the process of applying for graduation.