

Create Graduation Application

Introduction

In most cases, students apply for graduation by filling out the [Application for Graduation](#) in SIS, but sometimes it is necessary for an administrator to create a graduation application on behalf of the student.

Create Application

1. [Log in to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, use the menu and navigate to **Records and Enrollment > Graduation > Application for Graduation**.

The **Application for Graduation** search screen appears.

2. Enter the emplID or name of the student for whom you want to create a graduation application.

If no matching values are found, navigate to **Records and Enrollment > Career and Program Information > Student Program /Plan**.

Use the search screen to look up the student's program/plan. On the Student Program tab, add a new row. Enter a **Program Action** of **DATA**, check the Expected Graduation Term, and update if needed.

On the Student Degrees tab, set the Degree Checkout Stat to **Applied for Graduation**, and click **Save**.

Return to the **Application for Graduation** search screen and look up the student.

3. On the student's Application for Graduation, in the Selected Name section, enter **TRN** for Transcript Name or use the **Look up Name Type** icon and select **TRN** from the search results.
4. In the Selected Address section, enter **DIPL** for the Address Type or use the **Look up Address Type** icon and select **DIPL** from the search results.

If the student doesn't have a diploma address, go to **Campus Community > Personal Information > Add/Update a Person**. Use the search screen to look up the student.

Select the **Addresses** tab. If the student has given you a diploma address, enter the address, check the box indicating an Address Type of **Diploma** then click **Submit** and then **Save**.

If the student hasn't given you a diploma address, select their Permanent address, check the box indicating an Address Type of **Diploma** then click **Submit** and then **Save**.

Students can [update this address](#) by going to their Profile tile in SIS.



5. On the **Additional Info** tab, click **Attributes**.
6. Click the Look up icon for **Name in Commencement Program?** and select a value of **YES** or **NO**.
7. Enter a phonetic name for the student in the appropriate fields.
8. If the student is graduating from a PhD program, enter the title of the dissertation in the **Dissertation Title** field. This field should only be populated by the School of Graduate Studies.
9. Click **OK** and then **Save**.

This completes the process of creating a graduation application on behalf of a student.