

# 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. 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, or select **Application for Graduation** from the **Related Content** menu.

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.

3. 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.

4. On the **Additional Info** tab, click **Attributes**.
5. Click the Look up icon for **Name in Commencement Program?** and select a value of **YES** or **NO**.
6. Enter a phonetic name for the student in the appropriate fields.
7. Click **OK** and then **Save**.

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

## Change Application Term

If a student applied to graduate for a term other than the one they will be graduating in, you can correct the term on their Program/Plan page.

1. Navigate to **Records and Enrollment > Career and Program Information > Student Program /Plan**.
2. Add a row by clicking the plus sign.
3. Use the program action of **Data Change**, and update the **Expected Graduation Term** to the correct term.
4. Click **Save**.

This completes the process of changing an application term.