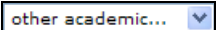
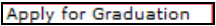

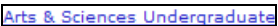


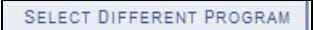
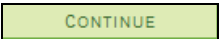




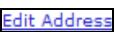

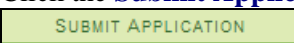


Graduation Application

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| 1. | <p>Click the other academic... dropdown list.</p>  |
| 2. | <p>Click the Apply for Graduation list item.</p>  |
| 3. | <p>Click the Go button.</p>  |
| 4. | <p>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.</p>  |
| 5. | <p>The program group box appears.</p> <p>Click the Expected Graduation Term list.</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>  |
| 7. | <p>School-specific Graduation Instructions appear. Please read them carefully.</p> |
| 8. | <p>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 Select Different Program button.</p>  |
| 9. | <p>Click the Continue button.</p>  |
| 10. | <p>The Additional Required Information fields appear below the Continue button.</p> <p>Answer the first question by clicking the Yes (default) or No radio button.</p> |
| 11. | <p>Answer the second question by clicking the Yes (default) or No radio button.</p> |
| 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> |

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|-----|---|
| 14. | <p>If you need your diploma mailed to you, select the address to which the diploma should be mailed.</p> <p>If the Other option is selected, then a new address can be entered. If Home or Current are selected, then the address on file for the address type will appear in the Address field.</p>  |
| 15. | <p>To enter a new address, first click the Look up Country button.</p>  |
| 16. | <p>Enter information to search for the appropriate country into the Description field.</p> |
| 17. | <p>Click the Look Up button.</p>  |
| 18. | <p>Select the appropriate country from the search results.</p>  |
| 19. | <p>Click the Edit Address link.</p>  |
| 20. | <p>Enter the address information as appropriate into the Edit Address screen.</p> |
| 21. | <p>Click the OK button.</p>  |
| 22. | <p>If you have another degree from a previous institution, enter the School Name, Degree, Date Conferred, and Country where the institution exists.</p> |
| 23. | <p>Click the Submit Application button.</p>  |
| 24. | <p>The Submit Confirmation screen appears.</p> |
| 25. | <p>This completes the process of applying for graduation. End of Procedure.</p> |