

# SSB9 – Graduation Application

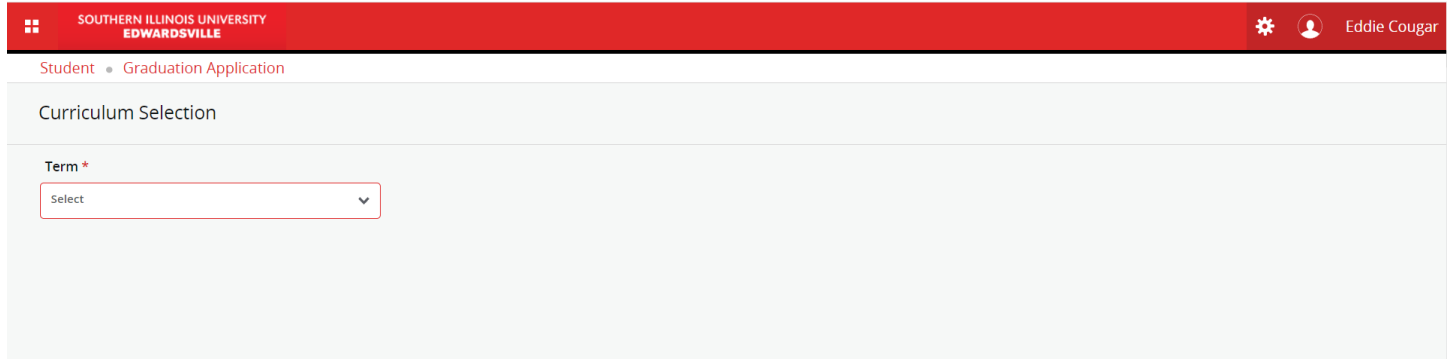
## Registrar Operations – Office of Registrar

Graduation Application – This is an enhancement of the current Graduation Application for students to apply for graduation. The form/screens are the same but just in the new responsive design.

Graduation Application View – This is a new enhancement to view submitted graduation application.

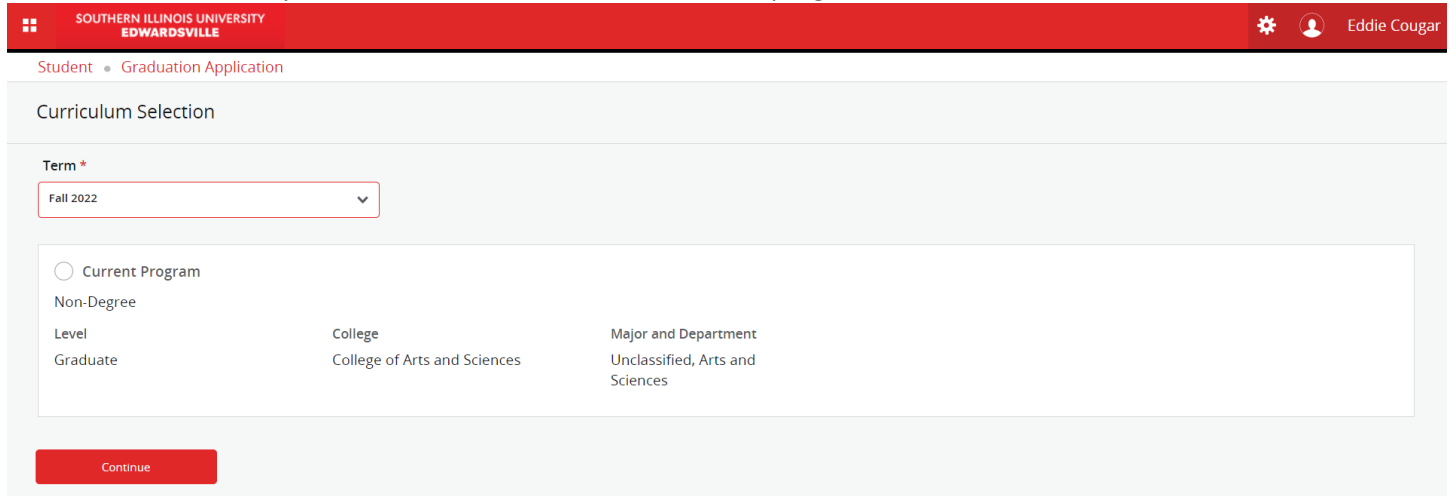
After clicking on Graduation Application,

- Select a Term – majority of time, it would be the most recent enrolled term. The Term will pull the declared program that you are in for that term.



The screenshot shows the top navigation bar of the Southern Illinois University Edwardsville website. The user is logged in as Eddie Cougar. The breadcrumb trail is "Student > Graduation Application". The main heading is "Curriculum Selection". Below this, there is a "Term \*" dropdown menu with "Select" as the current selection.

- Select the radio button next to Current Program. If this is not the correct program, you will need to select the term in which you were enrolled while declared in that program.



The screenshot shows the same navigation bar and breadcrumb trail as the previous screenshot. The "Term \*" dropdown menu is now set to "Fall 2022". Below this, there is a radio button labeled "Current Program" which is selected. Underneath, there is a table with three columns: "Level", "College", and "Major and Department". The table contains one row of data.

Level	College	Major and Department
Graduate	College of Arts and Sciences	Unclassified, Arts and Sciences

At the bottom of the form, there is a red "Continue" button.

- Click Continue

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## Registrar Operations – Office of Registrar

Student • Graduation Application

### Graduation Date Selection

Current Program

Non-Degree

Graduation Ceremony Attendance

Graduation Date \*

Term: Summer 2023

Back

Continue

- Select your Graduation Date and click Continue
- Select or enter your Diploma Name. This is the name that will print on your diploma. Click Continue

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### Diploma Name Selection

Current Program

Non-Degree

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name  
Eddie Cougar

Select a Name for your Diploma \*

Select

Back

Continue

- Select the Payment Method

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## Registrar Operations – Office of Registrar

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE Eddie Cougar

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### Graduation Application Payment

**Current Program**  
Non-Degree

**Payment Method \***  
Graduation Application Fee Web \$60.00 Bill Students Account

[Back](#) [Continue](#)

- Review the Summary and click Submit to finish your application.

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE Eddie Cougar

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### Graduation Application Summary

Graduation Date		
Term		
Summer 2023		
Diploma Name		
First Name	Last Name	
Eddie	Cougar	
Curriculum		
Current Program		
Non-Degree		
Level	College	Major and Department
Graduate	College of Arts and Sciences	Unclassified, Arts and Sciences