

# Apply to Graduate

1. The student will go to their SIS account and under Academics they will click on Graduation.


The screenshot displays the University of Virginia SIS account interface. On the left, a dark blue navigation sidebar contains the University of Virginia logo and a menu with options: Dashboard, Find Classes, Build My Schedule, My Schedule, Enrollment, and Academics. The Academics menu is expanded, showing a list of options: Grades, Advisor Information, Programs, Course List, Academic Requirements Report, What-If, Unofficial Transcript, Official Transcript, Transfer Credit, Test Scores, and Graduation. A red arrow points from the Academics menu to the Graduation option. The main content area is titled 'Graduation' and features a 'Programs' section with a table. The table has three columns: PROGRAM, EXPECTED GRADUATION TERM, and STATUS. A single row is visible, showing 'Arts & Sciences Undergraduate' with an expected graduation term of '2020 Spring'. Below this row, details for the 'FOREIGN AFFAIRS (BA)' program are listed: Degree: Bachelor of Arts and Major: Foreign Affairs (BA). A red arrow points from the 'Apply For Graduation' button in the top right corner of the Programs section to the 'Graduation' option in the Academics menu.

PROGRAM	EXPECTED GRADUATION TERM	STATUS
Arts & Sciences Undergraduate	2020 Spring	


FOREIGN AFFAIRS (BA)  
Degree: Bachelor of Arts  
Major: Foreign Affairs (BA)

Apply For Graduation


2. The student will then select the program and the semester they wish to apply to graduate.

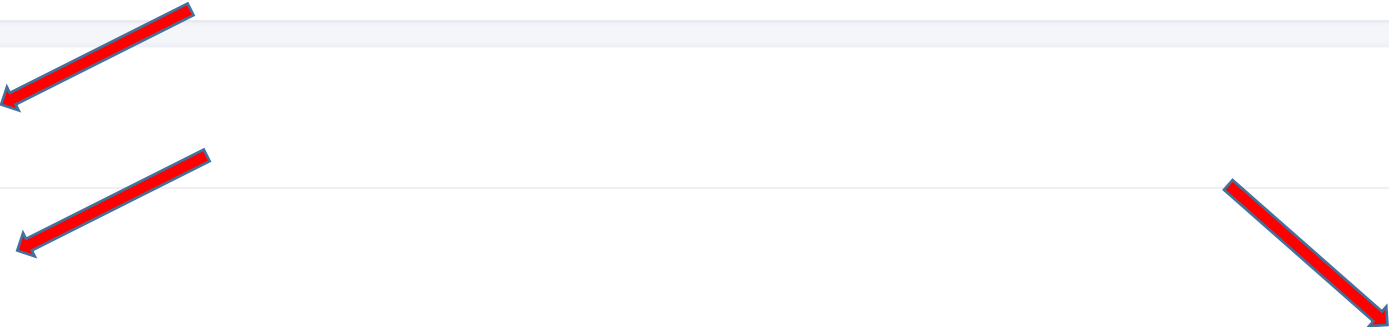
Graduation > Graduation 


PROGRAM

Program: Arts & Sciences Undergrad... 


TERM

Term: select term ... 




Graduation > Graduation 

PROGRAM

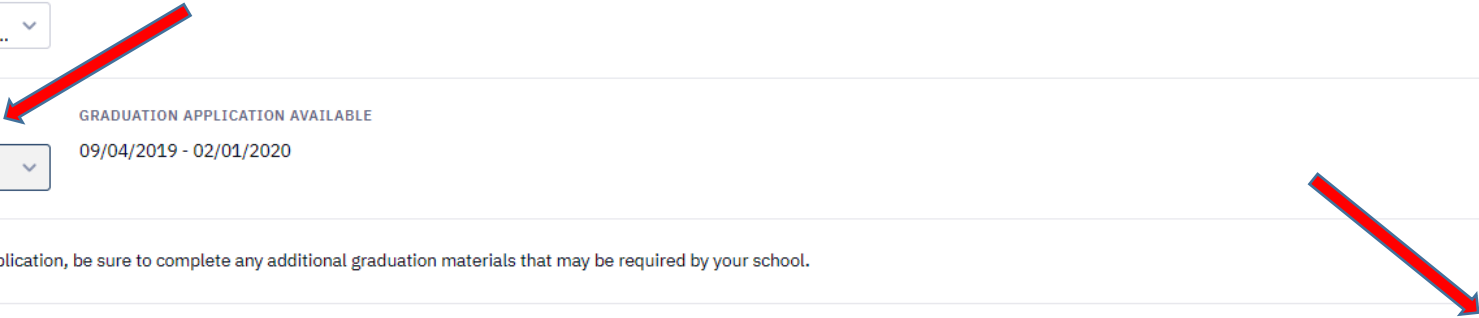
Program: Arts & Sciences Undergrad... 

TERM

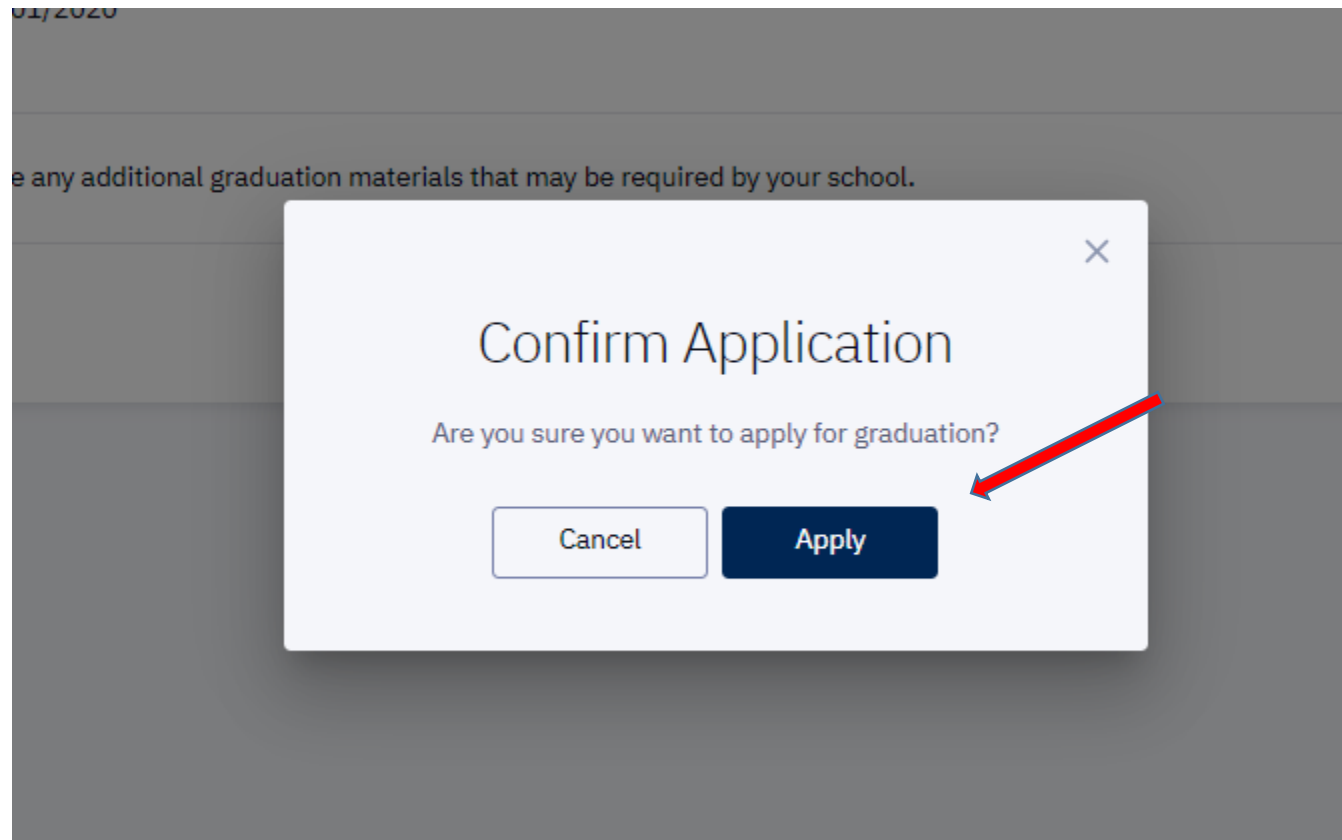
Term: 2020 Spring 

GRADUATION APPLICATION AVAILABLE  
09/04/2019 - 02/01/2020

In addition to this on-line application, be sure to complete any additional graduation materials that may be required by your school.



3. The student will confirm they wish to apply to graduate.



4. The student will then verify their primary name that will be printed on their diploma, and their diploma mailing address.
  - a. If the primary name is incorrect they will need to contact UREG to updated this information
  - b. If the diploma mailing address is incorrect the student has the ability to update the address information
    - i. If the student forgot to update their diploma mailing address they can go back in at a later time and update it

The screenshot shows a 'Graduation Details' modal window. It contains three main sections: 'STUDENT INFORMATION' with explanatory text, 'Primary Name' with a text input field containing 'Rachel Allison Citron', and 'Diploma Address' with a text input field containing '1001 N. Emmet St, Charlottesville, VA 22904'. An 'Edit' button is located to the right of the address field. Three red arrows point to the 'STUDENT INFORMATION' text, the 'Primary Name' field, and the 'Diploma Address' field.

**Graduation Details** [Close]

**STUDENT INFORMATION**

Your Primary Name as displayed below will be printed on your diploma. Changes to your primary name can be made with UREG. You may also contact UREG if your name contains special characters not displayed here that you wish to have printed on the diploma.

**Primary Name**

Rachel Allison Citron

**Diploma Address** [Edit](#)

1001 N. Emmet St, Charlottesville, VA 22904

← Edit Diploma Address

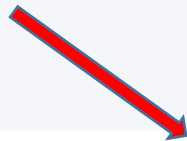


🏠 EDIT ADDRESS

You are editing your "Diploma Address" address. View all of your addresses under My Information.

ADDRESS INFORMATION

Country: United States	Address 1: 1001 N. Emmet St	Address 2
Address 3	City: Charlottesville	State: Virginia
Zip Code: 22904	County	



Cancel

Save

5. The student will see their status change to Applied for Graduation within a few seconds after applying to graduate.
- a. Student can view their applied to graduation status at any time.

The screenshot shows a 'Programs' section with a table of graduation information. A red arrow points to a 'View Graduation Details' button in the top right corner. A red circle highlights the 'Applied for Graduation' status in the 'STATUS' column of the table.

PROGRAM	EXPECTED GRADUATION TERM	STATUS
Arts & Sciences Undergraduate	2020 Spring	Applied for Graduation

FOREIGN AFFAIRS (BA)  
Degree: Bachelor of Arts  
Major: Foreign Affairs (BA)