New Application for Graduation/Completion Instructions  
(ver. – March 2023)

Beginning the summer 2016 semester, all graduate students planning to finish their degree or certificate must apply using the new on-line graduation application in Titan Web.

Applying to graduate/complete is only available if your degree Admission to Candidacy form and/or certificate Verification of Program Study form has been approved by your program AND the Graduate Studies Office. Be in touch with your program or the Graduate Studies Office if you have any concerns or questions about this eligibility requirement.

The following are the deadlines to complete a graduation application. The semester is the term in which you plan to finish your program.

- SPRING or FALL semester – by the end of the 4th week of the semester.
- SUMMER semester - by the end of the 1st week of the semester.

The following are step-by-step instructions to help students complete the application.

<table>
<thead>
<tr>
<th>1. Applying to Graduate/Complete</th>
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<tbody>
<tr>
<td>From your Student Center in Titan Web you can access the Application for Graduation from one of two locations-</td>
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<tr>
<td>• You can click on the My Academics link, OR select Apply for Graduation from the drop down menu</td>
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<tr>
<td>• After choosing the link or drop down, click on Apply for Graduation</td>
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This is the screen when My Academics is selected
2. Verifying Your Program

The **Apply for Graduation** page displays the program(s) (degree and/or certificate) you are officially admitted to at UW Oshkosh.

- If the information here is **not correct**, contact the Graduate Studies Office at 920-424-1223 or gradschool@uwosh.edu
- If the information is **correct**, click on **Apply for Graduation**.
- If you do not see the **Apply for Graduation** link, you’re currently not eligible to apply for graduation. If you believe this is wrong contact the Graduate
3. Choosing the Graduation Semester

Click the drop down list to select the semester in which you intend to complete your program (not the semester you plan to walk in the commencement ceremony).

NOTE: If you are graduating with BOTH a degree and a certificate(s) you MUST apply to each of them individually.

NOTE SUMMER GRADUATES ONLY: You have the option to walk in either the May or December commencement ceremony. If you apply before April 1st your name will be included in the spring commencement program. Otherwise, your name will appear in the fall program.

4. Verifying the Graduation Semester

Be sure you have selected the correct semester and click on the green Continue button.
5. Submitting the Application

If all of the information is correct, click on the green SUBMIT APPLICATION button.

YOU ARE NOT FINISHED - continue with steps #6-10 below.

6. Confirming Demographic Information for the Commencement Program and Ceremony

Click on Update and Confirm Diploma and Commencement Information link
7. Verifying Name and Address

- Verify your name. Click the Update Diploma Name link ONLY if changes need to be made to correct the spelling of your name on the diploma and in the program.

See #8 below for instruction to make changes to your name.

- Verify your address. Click on Update Diploma Address link ONLY if changes need to be made to correct the address where you would like your diploma mailed.

See #9 below for instruction to make changes to your address.

8. Updating Diploma Name

This is the name that will be printed in the commencement program and on the diploma.

- To update enter changes in the boxes.
- FIRST AND LAST NAME ARE REQUIRED. Middle name/initial is optional.
- If you have special characters in your name such as an é, contact the Graduate Studies Office for help.

920-424-1223 or gradschool@uwosh.edu

Note: You're responsible for the appropriate format and spelling of your name. Please proofread!

Click SAVE when complete.
9. Updating Diploma Address

This is the address for where your diploma will be mailed. If the address listed is correct no action is needed.

- If your Diploma address is different from your Home address, click the green ADD A NEW ADDRESS button.
- When you click ADD A NEW ADDRESS, you will be redirected to the Edit Address page.
- Enter your Diploma Address
- NOTE: The address may reformat automatically because of USPS "address cleansing." Keep the new formatted USPS address.
- Click OK

- Select Diploma for the Address Types, then Click the green SAVE button.

- To complete the last step of the graduation application process, click on the View
Graduation Status in the Menu bar toward the top of your screen.

- Under the Student Information section, select the **Update and Confirm Diploma & Commencement Information** link.

10. **Verifying All Graduation and Commencement Information**

On the View Graduation Status page, click on **Update and Confirm Diploma and Commencement Information** link near the top of the page.

- After reading the instructions complete the labeled radio buttons and text boxes below that.
- Confirm your **Diploma Name** and **Diploma Address**

- Enter your **Hometown**, **State or Foreign Country**, **Zipcode** and confirm **Media Release** choices.

- Confirm you have verified all information.

- If completing a graduate certificate please indicate accordingly.

- Reporting transfer credits is not needed.

- Click on the green **SAVE** button.
• Then click on the gray Return button to return to the View Graduation Status page.

**NOTE:** Saving this page means you’re confirming that all the information you provided and reviewed while applying to graduate/complete is correct. This means exclusion from or errors in the commencement program may be the result of you not accurately completing all steps for applying to graduate/complete.

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**FINAL IMPORTANT INFORMATION**

✓ If you need to make any changes to the information you’ve submitted, in your TitanWeb Self-Service Student Center, click on My Academics, then View My Graduation Status.

OR

✓ Scroll to the bottom of the Student Center page to the Personal Information section.
  - Click Names to change your Diploma Name
  - Click Home Address under Contact Information to change or add a Diploma Address

✓ If your application for graduation or name change is submitted after April 1st for Spring/Summer semesters or November 1st for the Fall semester please contact the Graduate Studies Office (920) 424-0311 to verify if your name will appear in the commencement program correctly.

**FINAL NOTE:** Once you’re eligible to graduate/complete, completing the application for graduation/completion is up to you. Not doing so means exclusion from or errors in the commencement program may be the result of you not accurately completing all steps for applying to graduate/complete.

✓ For information regarding the Commencement Ceremony, go to [www.uwosh.edu/commencement](http://www.uwosh.edu/commencement)