

## 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 1<sup>st</sup> week of the semester.

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

### 1. Applying to Graduate/Complete

From your Student Center in Titan Web you can access the Application for Graduation from one of two locations-

- You can click on the **My Academics** link, OR select **Apply for Graduation** from the drop down menu
- After choosing the link or drop down, click on **Apply for Graduation**

→  
This is the screen when **My Academics** is selected

**Student Center**

Academics

Search  
Shopping Cart  
Enrollment  
My Academics

Grades

Legend for Class List Icons - Click "?" for explanation

Deadlines URL

**This Week's Schedule**

| Class                         | Schedule            |
|-------------------------------|---------------------|
| ED LDRSP 729-071S SEM (50192) | OFF CAMPUS LOCATION |
| ED LDRSP 737-071C LEC (50195) | OFF CAMPUS LOCATION |

weekly schedule ►  
enrollment shopping cart ►

This is the screen when **Apply to Graduate** is selected

## My Academics

|                                |  |
|--------------------------------|--|
| <b>Academic Requirements</b>   | <a href="#">STAR Report</a>  |
| <b>Advisors</b>                | <a href="#">View my advisors</a>   |
| <b>Transfer Credit</b>         | <a href="#">View my transfer credit report</a>   |
| <b>Course History</b>          | <a href="#">View my course history</a>   |
| <b>Transcript</b>              | <a href="#">View my unofficial transcript</a><br><a href="#">Request official transcript</a> |
| <b>Enrollment Verification</b> | <a href="#">Enrollment Verification/Voter ID</a>   |
| <b>Graduation</b>              | <a href="#">Apply for graduation</a><br><a href="#">View my graduation status</a>            |

**OR**

## Apply for Graduation

### Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

|  |                                      |
|--|--------------------------------------|
| Program: Grad Letters & Science                                      |                                      |
| UW Oshkosh   Graduate  | <a href="#">Apply for Graduation</a> |
| Degree: Master Public Administration<br>Major: Public Admin (Health) |                                      |

## 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](mailto: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

|                        |                               |                            |                              |
|------------------------|-------------------------------|----------------------------|------------------------------|
| <a href="#">Search</a> | <a href="#">Shopping Cart</a> | <a href="#">Enrollment</a> | <a href="#">My Academics</a> |
|------------------------|-------------------------------|----------------------------|------------------------------|

## Apply for Graduation

### Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application. If the link is not visible you may not be eligible for graduation at this time. Please see your Academic Advisor for more information.

|  |                                      |
|--|--------------------------------------|
| Program: Grad Spec Educ & Human Svcs   |                                      |
| UW Oshkosh   Graduate  | <a href="#">Apply for Graduation</a> |
| Degree: Graduate Certificate<br>Specialization: Cert of Edl Admin for Prin Lic |                                      |
| Program: Grad Education & Human Svcs   |                                      |
| UW Oshkosh   Graduate  | <a href="#">Apply for Graduation</a> |
| Degree: Master of Science<br>Major: Educa'l Leadership (Gen)-NTrk              |                                      |

Studies Office at 920-424-1223 or [gradschool@uwosh.edu](mailto:gradschool@uwosh.edu)

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

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

[Search](#) [Shopping Cart](#) [Enrollment](#) [My Academics](#)

#### Apply for Graduation

#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.


Program: Grad Education & Human Svcs

UW Oshkosh | Graduate

Degree: Master of Science  
Major: Educa'l Leadership (Gen)-NTrk

Expected Graduation Term

Graduation Instructions



### 4. Verifying the Graduation Semester

Be sure you have selected the correct semester and click on the green **Continue** button.

[Search](#) [Shopping Cart](#) [Enrollment](#) [My Academics](#)

#### Apply for Graduation

#### Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program: Grad Education & Human Svcs

UW Oshkosh | Graduate

Degree: Master of Science  
Major: Educa'l Leadership (Gen)-NTrk

Expected Graduation Term

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)



### 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.**

Search Shopping Cart Enrollment My Academics

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### Apply for Graduation

#### Verify Graduation Data


Program: Grad Education & Human Svcs

UW Oshkosh | Graduate

Degree: Master of Science  
Major: Educa'l Leadership (Gen)-NTrk  
Expected Graduation Term Summer 2016

SELECT DIFFERENT PROGRAM    **SUBMIT APPLICATION**

SELECT DIFFERENT TERM



### 6. Confirming Demographic Information for the Commencement Program and Ceremony

Click on **Update and Confirm Diploma and Commencement Information** link

Search Shopping Cart Enrollment My Academics

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### Apply for Graduation

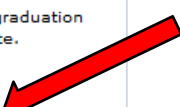
#### Submit Confirmation

✓ You have successfully applied for graduation.

#### Verify and Confirm Additional Information

Please verify and confirm the following information regarding your graduation application. This information must be confirmed before you graduate.

[View Graduation Status](#)  
[Update and Confirm Diploma and Commencement Information](#)



## 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**

Search Shopping Cart Enrollment My Academics

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### Graduation Status

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**Program: Grad Letters & Science**  
UW Oshkosh | Graduate

|  |   |
|--|---|
| Degree: Master Public Administration<br>Major: Public Admin (Health) | Status: Applied for Graduation<br>Expected Graduation Term: Summer 2016 |
|--|---|

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**Student Information**

Use the links on this page to add your Diploma, Diploma Address and to verify all of your information is correct.

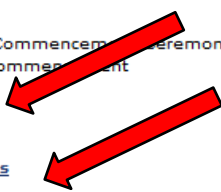
Information about the Commencement Ceremonies can be found at <http://www.uwosh.edu/commencement>

[Update Diploma Name](#)

Clash Titan

[Update Diploma Address](#)

800 Algoma Blvd  
Oshkosh, WI 54901-3551  
Winnebago



## 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](tel:920-424-1223) or [gradschool@uwosh.edu](mailto:gradschool@uwosh.edu)

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

### Names

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#### Add a new name

Enter your name information below. Each name must have a type associated with it to indicate how you use that name.

**Add a new name**

Name Type: Diploma

Format Using: English [Change Format](#)

Prefix:

First Name:  Middle Name:

Last Name:

Suffix:

Date new name will take effect:  (example: 12/31/2000)



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**

addresses
names
phone numbers
email addresses
emergency contacts

### Addresses

Below is a list of your current addresses. Before updating your address, please read the brief description for each address type.

Home: This is your parent's or your permanent address.

Local: If you do not reside at the home address or in a dormitory, add a local address.

Diploma: Address where you want your diploma sent after you graduate. If you do not add a diploma address, your diploma will be sent to your Home address.

Dormitory: Maintained by the Residence Life Office. If incorrect contact Residence Life.

| Address Type | Address  |                      |
|--------------|--|----------------------|
| Home         | 800 Algoma Blvd<br>Oshkosh, WI 54901-3551<br>Winnebago | <a href="#">edit</a> |

[ADD A NEW ADDRESS](#)

Favorites | Main Menu > View Graduation Status > Addresses

#### Edit Address

Country: United States [Change Country](#)

Address Line 1:

Address Line 2:

Address Line 3:

City:  State:  Postal:

County:

[OK](#) [Cancel](#)

### Change Address

Select the Address Type you wish to enter or change in the box to the right. Type your address information and indicate the effective date before saving. Any type that is grayed out is for display only.

**Change Address**

**1 W Wilson St** [Edit Address](#)

**Madison, WI 53703-3445**

**Dane**

Date changed:  (example: 12/31/2000)

[SAVE](#)

**Address Types**

Home \*

Local

Diploma

Favorites | Main Menu > **View Graduation Status** | Addresses

**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.

#### Student Information

Use the links on this page to add your Diploma, Diploma Address and to verify all of your information is correct.

Information about the Commencement Ceremonies can be found at <http://www.uwosh.edu/commencement>

[Update Diploma Name](#)

[Update Diploma Address](#)

1 W Wilson St  
Madison, WI 53703-3445  
Dane

[Update and Confirm Diploma and Commencement Information](#)



### 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.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Degree Progress/Graduation](#) > [View Graduation Status](#)

#### Update and Confirm Diploma and Commencement Information

Name:

#### Instructions

- 1) Please verify your diploma name and diploma address using links on the Graduation Status page. Then check 'Yes' or 'No' for the respective question "Did you verify Diploma Name" and "Did you verify Diploma Address" to inform us you have verified this information.
- 2) On this page provide your hometown city and select your hometown state. If your hometown is a foreign country, select 'FC' as the state and add your home country after your hometown city. The hometown is used for releasing graduation announcements to media (if you allow release). For Undergraduates the hometown will be listed in the Commencement Program distributed at the Commencement Ceremony .
- 3) If you would like your graduation information sent to your hometown newspaper, check 'Yes' or 'No' for "Release to Media". This means that your name will or will not be included in the list of graduates in your hometown newspaper based on your hometown city and state.
- 4) Only after all of your information has been entered and confirmed (including Diploma Name and Diploma Address), select 'Yes' to the "All information is verified" question.
- 5) OPTIONAL: If you have pending transfer credits, please check 'Yes' and enter institution, subject, course number, and number of credits that are pending for up to 3 courses. If you have more than 3 transfer courses pending, contact the credit examiners. Undergrads email [Gradexaminer@uwosh.edu](mailto:Gradexaminer@uwosh.edu). Graduate students contact the Graduate Studies Office

Did you verify Diploma Name:  Yes  No

Did you verify Diploma Address:  Yes  No

Hometown City:

Hometown State/Foreign Country:

Hometown Zipcode:

Release to Media:  Yes  No

All information is verified:  Yes  No

Are you earning a Certificate:  Yes  No

List Certificates you will earn:

Are transfer credits pending:  Yes  No

Transfer course 1 institution:

Transfer course 1 subject:

Transfer course 1 number:

SAVE

Return

- 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.

### 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 1<sup>st</sup> for Spring/Summer semesters or November 1<sup>st</sup> 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)