


# 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 is a dark blue navigation sidebar with the University of Virginia logo at the top. The sidebar contains several menu items: 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. Two red arrows point to the Academics menu and 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, a dropdown menu is open, displaying 'FOREIGN AFFAIRS (BA)', 'Degree: Bachelor of Arts', and 'Major: Foreign Affairs (BA)'. In the top right corner of the main content area, there is a gear icon and a dark blue button labeled 'Apply For Graduation'.

PROGRAM	EXPECTED GRADUATION TERM	STATUS
Arts & Sciences Undergraduate	2020 Spring	


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

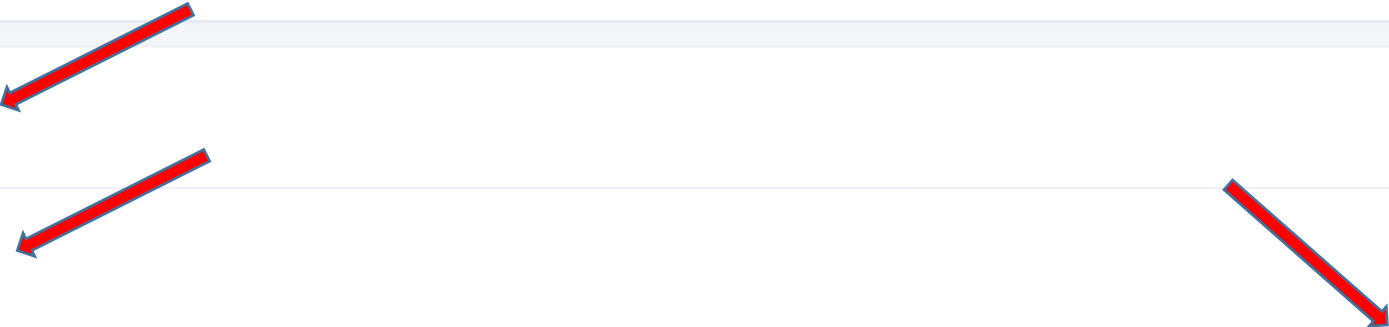
Graduation > Graduation 


PROGRAM

Program: Arts & Sciences Undergrad... 


TERM

Term: select term ... 




Graduation > Graduation 

PROGRAM

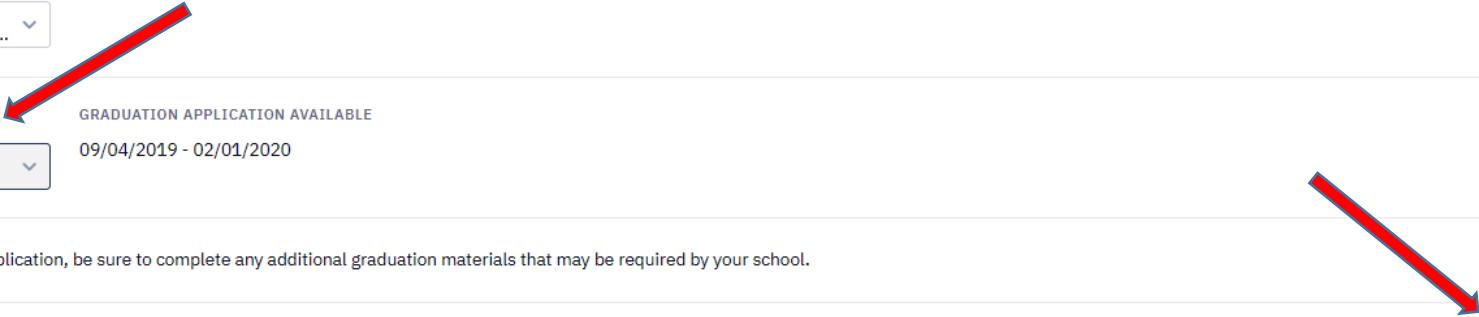
Program: Arts & Sciences Undergrad... 

TERM

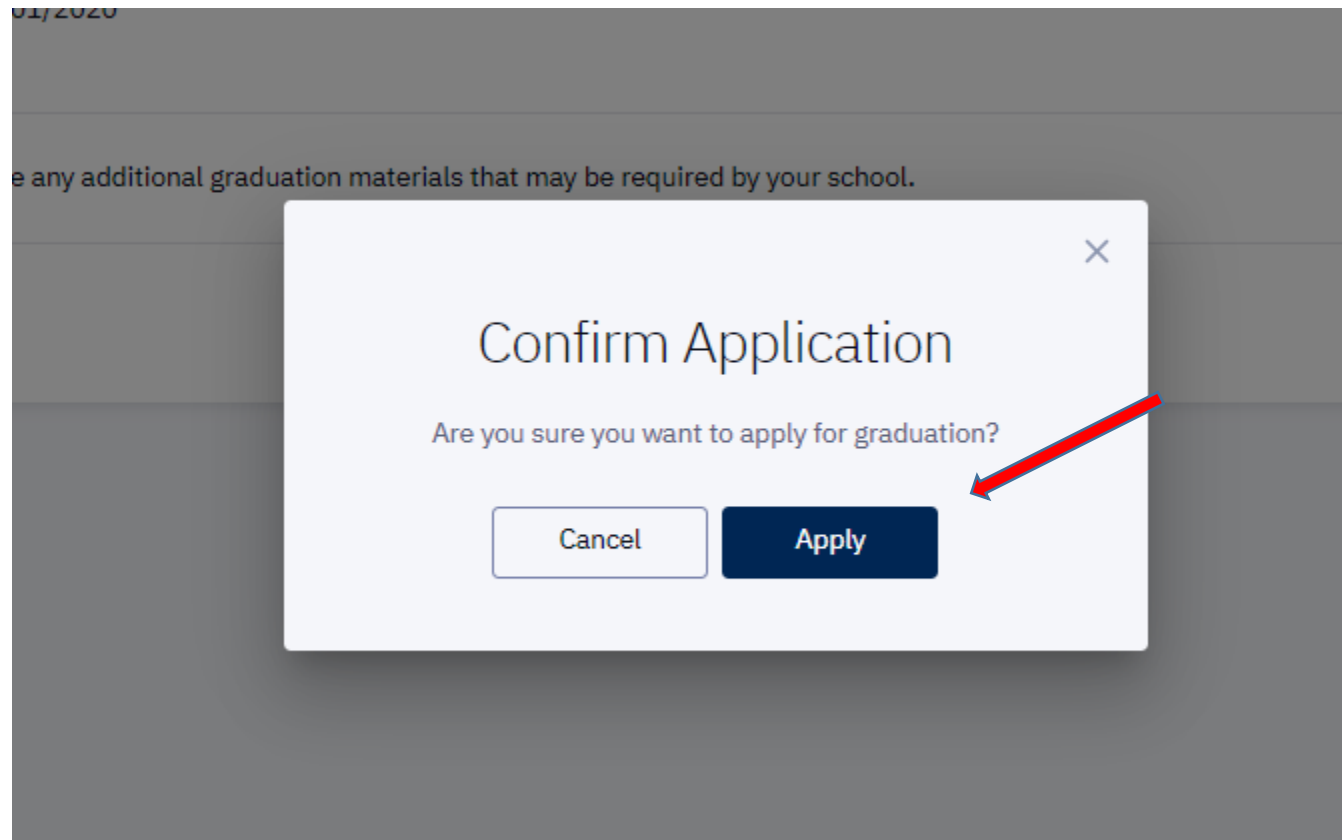
Term: 2020 Spring 

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', 'Primary Name', and 'Diploma Address'. The 'STUDENT INFORMATION' section includes a text block explaining that the primary name will be printed on the diploma and that changes can be made with UREG. The 'Primary Name' section has a text input field containing 'Rachel Allison Citron'. The 'Diploma Address' section has a text input field containing '1001 N. Emmet St, Charlottesville, VA 22904' and an 'Edit' button. Three red arrows point to the 'STUDENT INFORMATION' text, the 'Primary Name' input field, and the 'Diploma Address' input 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



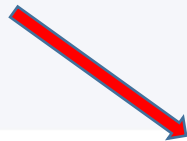
Zip Code:

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 user interface for viewing graduation programs. At the top right, there is a button labeled "View Graduation Details" with a green icon. Below this is a table with the following columns: PROGRAM, EXPECTED GRADUATION TERM, and STATUS. The first row shows "Arts & Sciences Undergraduate" with an expected term of "2020 Spring" and a status of "Applied for Graduation". A red circle highlights the "Applied for Graduation" status, and a red arrow points from the "View Graduation Details" button to this status. Below the main row, there is a section for "FOREIGN AFFAIRS (BA)" with details: Degree: Bachelor of Arts and Major: Foreign Affairs (BA).

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

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