


# GRADUATION APPLICATION INSTRUCTIONS

Log into [Self-Service](#)

From the options displayed, select Graduation Overview:



**Graduation Overview**  
Here you can view and submit a graduation application.

**Only your primary major will be listed on your Graduation Overview.** You will walk with your Primary major at Commencement. If you have a secondary major and you want to walk with that group, **you must contact [Registrar@wittenberg.edu](mailto:Registrar@wittenberg.edu)** to update your primary major. *Any additional majors or minors will appear on the Review my Academic Progress page.*

Click on Review My Academic Progress:

## Graduation Application

Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit [Commencement Information](#)

[Review My Academic Progress](#)

Primary Program of Study	Major	Application Status
Information Systems - BA	INFORMATION SYSTEMS	<a href="#">Apply</a>

### 1) Review your degree and major(s) to ensure the information is correct.

If your degree, major, minor, or anticipated completion date is not correct **DO NOT** proceed with completing the application process. Notify [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) of the change that should be made. When your record has been updated, you will receive a reply that you are able to apply for graduation. **Failure to correct this information prior to the submission of your graduation application can cause potential problems.**

## My Progress

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Information Systems - BA  
(1 of 2 programs)

## At a Glance

Cumulative GPA: 3.239 (2.000 required)  
Institution GPA: 3.239 (2.000 required)  
**Degree:** Bachelor of Arts  
**Majors:** INFORMATION SYSTEMS  
Departments: Computer Science  
Catalog: 2021  
**Anticipated Completion Date:** 5/17/2025  
Alternate Catalog Year:

Select catalog year... ▼

## 2) Review your entire degree audit.

Every item should be pending completion or fully planned.

**Any area that is in red on your Progress page will prevent you from graduating.** If an area is not “Fully Planned,” you want to make sure you know how you are completing the requirement **before** applying to graduate.

### Example 1:

This student has requirements outstanding in this area (“0 of 1 Courses Completed”), but they have **fully planned** their courses for Spring 2025.

#### C. CIVIC ENGAGEMENT/EXP

Complete all of the following items. ⚠️ 0 of 2 Completed. [Hide Details](#)

1.

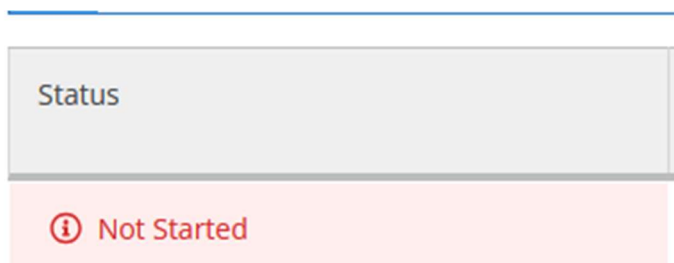
CIVIC ENGAGEMENT/EXPERIENTIAL LEARNING Complete CCUE-100, CCUE-130, or CCUE-150 ⌚ Fully Planned ⚠️ 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	Search	Grade	Term	Credits
⌚ Planned	<a href="#">CCUE-100</a> Civic Engagement Through Srvc			25/SP	0

Since the area is Fully Planned, they are able to apply for graduation.

### Example 2:

This student has an area that they have not planned or started, so the status of the requirement is appearing on their Progress as such:



They should **not apply** until they have added the course they are using to complete the area to their plan in Self Service so the area displays as Fully Planned. If they don't know how to complete it, they should consult their advisor and confirm how they plan to complete the area (e.g., are they taking a course next Spring, submitting a petition to waive the requirement, submitting a course substitution, etc.)

Once you have determined all information is correct and your degree is fully planned, go back to the Graduation Application (click on Academics, then select Graduation Overview) and click on **Apply**:

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Complete the information as requested:

## Graduation Application

[< Back to Programs of Study](#)

### Name and Hometown

Full Name

New Diane Student

Graduation Term \*

Please Select Graduation Term

Preferred Name on Diploma \*

New Diane Student

Phonetic Spelling \*

Hometown and State/Province \*

### Primary Program of Study

Information Systems - BA

Diploma

Bachelor of Arts

Major

INFORMATION SYSTEMS

**Graduation Term** is the term in which you will have all program requirements completed. It does not impact your participation in the May Commencement Ceremony. Please select your correct graduation term. **If you do not see your graduation term on the form, contact [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu).**

**Preferred Name on Diploma** will default to your full legal name in our computer system. Ohio law requires that diplomas list the student's legal name. You can choose one of the formats below to customize how your name appears on the document.

*Example formats:*

1) Avery Smith

2) Avery D. Smith

3) Avery Doe Smith

4) A. Smith

5) A. D. Smith

**Phonetic Spelling** is for the Commencement speakers to assist in announcing your name as you cross the stage.

### Guide to Phonetic Spelling

from <https://www.hou.usra.edu/>

When providing the phonetic spelling of your name, focus on the way it sounds rather than the way it looks. Here are some examples:

John Barowski	John Ba-ROFF-skee
Emily Nguyen	Emily WIN
Wolfgang Amadeus Mozart	VOOLF-gang Ahm-a-DAY-us MOT-sart
Renée Schmidt	Ruh-NAY Schmitt
Martina Tygielski	Mahr-TEEN-uh Ti-GALE-skee
Diego Shupla	Dee-AYE-go SHOOP-luh

The phonetic spelling guide below provides additional examples.

Vowel	Examples	Phonetic Spelling	Sample Names
A	<u>f</u> at, l <u>a</u> nd <u>a</u> pe, d <u>a</u> te, pl <u>a</u> y <u>a</u> h, f <u>a</u> ther, c <u>a</u> r A <u>a</u> merica, <u>a</u> go	a ay ah uh	Nancy (NAN-see) Jason (JAY-suhn) Adriana (Ah-dree-AH-nah) Bianca (Bee-YAHN-cuh)
E	ch <u>e</u> ck, t <u>e</u> n, wh <u>e</u> n ele <u>ph</u> ant, ben <u>e</u> fit gr <u>ee</u> n, <u>e</u> vil, h <u>e</u>	e uh ee	Ken (KEN) Alex (AL-uhks) Maria (Mah-REE-ah)
I	<u>i</u> ce, b <u>i</u> te, h <u>i</u> gh <u>i</u> s, h <u>i</u> t	y ih	Michael (MY-kuhl) Lindy (LIHN-dee)
O	<u>h</u> ot, f <u>o</u> ught, n <u>o</u> t <u>o</u> pen, t <u>o</u> ne, g <u>o</u> <u>l</u> oose, t <u>oo</u> l, cr <u>ew</u> <u>to</u> y, <u>oi</u> l	ah oh oo oy	John (JAHN) Rose (ROHZ) Judy (JOO-dee) Leroy (LEE-roy)
U	<u>u</u> p, cut <u>du</u> ty, t <u>u</u> be, ass <u>u</u> me <u>fu</u> r, det <u>er</u> <u>u</u> se, <u>cu</u> te, <u>fe</u> w	uh oo ur yoo	Cynthia (SIN-thee-uh) Julie (JOO-lee) Ursula (UHR-suh-luh) Eunice (YOO-nis)
Y	f <u>am</u> ily, c <u>i</u> ty <u>my</u> , d <u>ry</u>	ee y	Amy (AY-mee) Kyle (KY-uhl)

Most consonants will sound the way they are written, but there are a few special cases. Below are just a few examples.

Consonant	Examples	Phonetic Spelling	Sample Names
G	<u>g</u> iant	j	Gianna (Jee-AH-nah)
G	<u>g</u> ift	gh	Gideon (GIH-dee-uhn)
H	<u>l</u> och	hh	Ahmed (AHH-med)

**Hometown and State** – Please verify how you want this displayed in the Commencement Program.

The default to the questions below is Yes; **click the toggle on the question if your response is No**

### Commencement Details

☒ Will you attend commencement?

#### Diploma Mailing Address

☒ Ship to preferred mailing address

123 Maple  
Springfield, OH 45503

☐ Ship to a new address

☒ Include name in commencement program?

Do you or your guests need any special accommodations?

Special Accommodations

Cancel

Submit

*Diploma mailing address is used for December and Summer completers, or those Spring completers who cannot collect their diploma at Commencement due to holds or incomplete grades.*

Once you have selected a graduation term and completed all of the required\* fields, click

Submit

You'll receive a confirmation message and email:



Your graduation application has been successfully submitted.  
A confirmation email has been sent to: [sxx.registrar@wittenberg.edu](mailto:sxx.registrar@wittenberg.edu)

Returning to the Graduation Overview will show the date you submitted your application:

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Primary Program of Study	Major	Application Status
Information Systems - BA	INFORMATION SYSTEMS	✓ Application submitted on 10/29/2024

You can click the application to edit it if you need to make any changes through January 31, 2025.