

Using the New Student Self-Service – Graduation Application Process

From the main menu, select Graduation Overview to get to the graduation application screen.

Hello, Welcome to Wittenberg Self-Service!

Choose a category to get started.



Student Planning

Here you can search for courses, plan your terms, and schedule & register your course sections.



Grades

Here you can view your grades by term.



Graduation Overview

Here you can view and submit a graduation application.



Course Catalog

Here you can view and search in course catalog

Graduation Application Screen

Graduation Application

[Review My Academic Progress](#)

Programs of Study - If corrections are needed, please contact the Registrar's Office before proceeding.

Primary Program of Study	Major	Application Status
Mathematics - BA	MATHEMATICS HISTORY	Apply

The Primary Program of Study is primary major. This will be how the student is grouped in the Commencement booklet. If corrections are necessary, please contact the Registrar's Office as soon as possible.

If the Primary Program of Study and majors are correct, please select Apply to proceed with the application process.

The Graduation Application – Part 1 – Information Verification

Graduation Application

[Back to Programs of Study](#)

Home

Full Name

New Diane Student

Graduation Term *

Please Select

Preferred Name on Diploma *

New Diane Student

Phonetic Spelling

Hometown and State/Province *

Mathematics - BA

Diploma	Bachelor of Arts
Majors	MATHEMATICS HISTORY
Minor	ARCHAEOLOGY

1. **Graduation Term** is the term in which you will have all program requirements completed—it has nothing to do with your attendance in the May Commencement Ceremony. Please select your correct graduation term. If you do not see your graduation term on the form, you are not yet eligible to complete the graduation application.
2. **Preferred Name on Diploma** will default to your full name in our computer system. If you wish to have your diploma display something different, please enter it here. Reasonable variations on legal name are allowed. If you have submitted a preferred name change request, this is also allowed. All other requests will be considered but may not be accepted by the Registrar's Office.
3. **Phonetic Spelling** is for the Commencement speakers. This field is only necessary if you have a difficult to pronounce or commonly mispronounced name. (Example: Salant – rhymes with croissant)
4. **Hometown and State** – Please verify how you want this in the Commencement Booklet.
5. Please verify the diploma, majors and minors listed. If there are corrections needed, please close out of the application process and contact the Registrar's Office for corrections. If you are receiving more than one degree (e.g. BA & BS), your second degree will be manually added by the registrar later and will not be visible here.

The Graduation Application – Part 2 – Commencement Details

Commencement Details

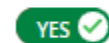
Will you attend
Commencement in May? *



If not attending
Commencement, do you plan
to pick up the diploma in the
Registrar's Office? Select "NO"
if you want it mailed.



Include name in
commencement program? *



Do you or your guests need
any special accommodations?

Special Accommodations

YES is the default answer to the above questions. The green YES is a toggle switch. Click on it to change it to NO. Upon completion click Submit.

You will receive a notification letting you know it was submitted correctly.

[← Back to Programs of Study](#)




Your graduation application has been successfully submitted.

The submission of the application is also documented in the Graduation Application screen under the Application Status.

Graduation Application

[Review My Academic Progress](#)

Programs of Study - If corrections are needed, please contact the Registrar's Office before proceeding.

Primary Program of Study	Major	Application Status
Mathematics - BA	MATHEMATICS HISTORY	 Application submitted on 9/19/2018

If edits are necessary, you can click on the “Application submitted...” link and it will reopen the application to make those changes. Make sure you click on the submit button to save the changes.