Applying for Graduation through Self-Service

1. From the Wor-Wic home page (www.worwic.edu), click on *myWor-Wic* in the top right corner of the screen.

2. The myWor-Wic login page will appear.

3. Log in with your myWor-Wic username and password.
4. Once logged in, click on **Manage My Student Experience** from the My Student Experience section.

5. Click on **Graduation Overview** to be directed to the graduation application menu.
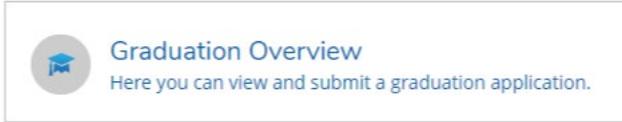
6. Select the correct **Program of Study** from which you plan to graduate and click on **Apply**. A separate application must be submitted for each degree that you wish to complete. **Applications for graduation should be submitted one term prior to the expected graduation date.**
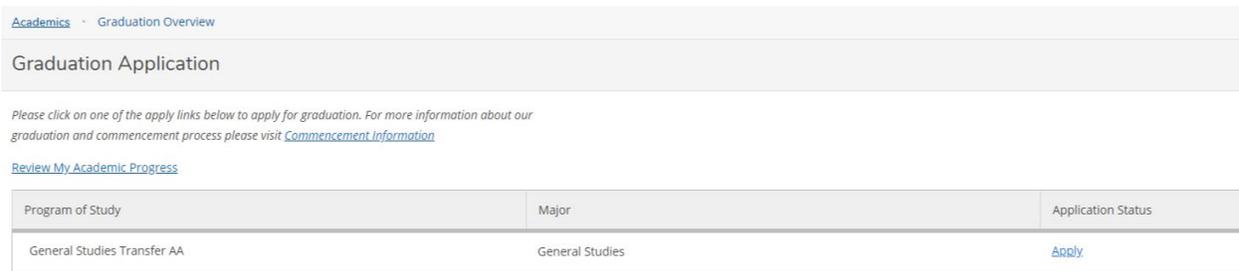
Note: If the Program of Study from which you plan to graduate is not displayed, you must contact the Academic Advising Center to activate the major. Once this is done you may proceed with applying for graduation.

7. After clicking on Apply, the **Graduation Application** will be displayed on the screen.

8. Complete the following required fields (unless otherwise noted):
    a. **Graduation Term** – Select the term in which you intend to complete your degree program.
    b. **Preferred Name on Diploma** – Indicate how you would like your name displayed on the printed diploma that will be mailed to you.

  c. **Phonetic Spelling** – Indicate how your name is pronounced. This is used for the commencement ceremony. (This is optional.)

  d. **Will you attend commencement?** – Click the yes/no indicator.

  e. **Diploma Mailing Address** – This is the address to which your diploma will be mailed. If it is not correct, please complete a **Change of Student Information** form in the Admissions and Records Office.

  f. **Number of Guests** – This is for commencement planning purposes. (This is optional.)

  g. **What is your military status?** – Select an option from the drop-down menu (active military, veteran or not applicable). Members of the military are recognized at the commencement ceremony. (This is optional.)

  h. **Do you or your guests need any special accommodations?** – This information is used to assist guests at commencement who need special seating accommodations. (This is optional.)

9. Click on the **Submit** button when you are finished. Repeat the steps to complete an application for graduation for any other Programs of Study from which you plan to graduate.

10. You will receive immediate e-mail confirmation that your application was successfully submitted.
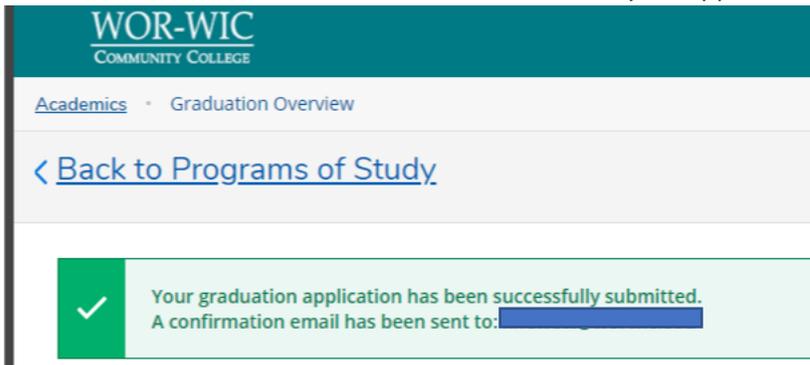
11. You can also confirm your application status or make changes by returning to the graduation application and clicking on the **Application Submitted** link.

If changes have been made to your application, please click **Save** at the bottom of the page before exiting the application.

12. You will receive a graduation audit letter by mail that details your anticipated graduation date and any remaining requirements as of the date of the letter. Please be sure to review the graduation audit letter and contact the Academic Advising Center right away with any questions or concerns.