





# GRADUATION APPLICATION INSTRUCTIONS

- Log into [Self-Service](#)
- Select Graduation Overview

Hello, Welcome to Wittenberg Self-Service!

Choose a category to get started.

 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.

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
History - BA	HISTORY MATHEMATICS	<a href="#">Apply</a>

Review your degree and major(s) to ensure the information is correct. If your degree, major or anticipated completion date is not correct **DO NOT** proceed with completing the application process at this time. Notify [registrar@wittenberg.edu](mailto:registrar@wittenberg.edu) of the change that should be made. If a change in major, the Registrar's Office will get the necessary approval and notify you once confirmation has been received; you can then continue with the application process. Not correcting this information **prior** to the submission of your graduation application can cause potential problems.

## At a Glance

<b>Cumulative GPA:</b>	3.100 (2.000 required)
<b>Institution GPA:</b>	3.100 (2.000 required)
<b>Degree:</b>	Bachelor of Arts
<b>Majors:</b>	HISTORY MATHEMATICS
<b>Departments:</b>	History
<b>Catalog:</b>	2019
<b>Anticipated Completion Date:</b>	12/17/2023

Once you have determined all information is correct, go back to the Graduation Application and click on Apply

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Complete the information as requested:

**Graduation Term \***

**Preferred Name on Diploma \***

**Phonetic Spelling**

**Hometown and State/Province \***

**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.

**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. Examples of what would be acceptable are the use of your middle initial only if your middle name is spelled out, use of your full middle name if only your initial is displayed, or the addition of Jr, Sr, III, etc.

**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)

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

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

## Commencement Details



Will you attend commencement?



If not attending Commencement do you plan to pick up the diploma in the Registrars Office? Select NO if you want it mailed.



Include name in commencement program?

Do you or your guests need any special accommodations?

*Special Accommodations*

If you wish your diploma mailed to you, toggle to NO for the second question and your mailing address will appear or you can change the address by clicking *Ship to New Address*



If not attending Commencement do you plan to pick up the diploma in the Registrars Office? Select NO if you want it mailed.

### Diploma Mailing Address



Ship to preferred mailing address

123 Home Road  
Springfield, OH 45503



Ship to a new address

Once you have completed the application, 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	 <a href="#">Application submitted on 9/19/2018</a>

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.