

Graduation Application Instructions

STEP 1. Log in to Wingspan and click on the 'Student' tab.

The screenshot shows the Wingspan website interface. At the top left is the Wingspan logo. At the top right are links for Email, Log Out, and Announcements. Below the logo is a navigation bar with tabs: Home, Personal Information, Student, Financial Aid, and Parent Portal Menu. The 'Student' tab is selected. Below the navigation bar is a 'Home Tab' section with a search bar. The main content area is divided into three columns. The left column contains 'Wingspan Links' and 'Student Tools'. The middle column contains 'Channels' and 'Announcements'. The right column contains 'Self Service 9x' and 'Quick Links'. A red arrow points from the 'Student' tab to the 'Student Records Menu' link in the 'Wingspan Links' section.

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STEP 2. Go to the 'Student Records' menu.

The screenshot shows the Wingspan website interface for the 'Student' page. At the top left is the Wingspan logo. At the top right are links for Email, Log Out, and Announcements. Below the logo is a navigation bar with tabs: Home, Personal Information, Student, Financial Aid, and Parent Portal Menu. The 'Student' tab is selected. Below the navigation bar is a 'Student' section with a search bar and a 'RETURN TO MENU' link. The main content area is a list of links. The 'Student Records' link is highlighted in red. A red arrow points to the 'Student Records' link.

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STEP 3. Select 'Apply to Graduate.'

The screenshot shows the 'Student Records' page of the WINGS PAN system. At the top left is the WINGS PAN logo. At the top right are links for 'Email', 'Log Out', and 'Announcements'. Below the logo is a navigation bar with 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Parent Portal Menu'. The 'Student' tab is active. The main content area is titled 'Student Records' and includes a 'RETURN TO MENU' link and a search box. A list of options is displayed, with a red arrow pointing to the 'Apply to Graduate' link. The footer contains the text 'RELEASE: 8.9.1.5 © 2022 Ellucian Company L.P. and its affiliates.'

STEP 4. Select your curriculum. Note: If you are pursuing two degrees (e.g., a B.A. and B.S., an M.A. and M.S., etc.) or two majors in two different colleges with the same degree, you must apply for each one separately. You will see two sets of curriculum if this applies to you. A one-time \$50 application fee will be charged to your student account.

The screenshot shows the 'Curriculum Selection' page of the WINGS PAN system. At the top left is the WINGS PAN logo. At the top right are links for 'Email', 'Log Out', and 'Announcements'. Below the logo is a navigation bar with 'Home', 'Personal Information', 'Student', 'Financial Aid', and 'Parent Portal Menu'. The 'Student' tab is active. The main content area is titled 'Curriculum Selection' and includes a 'RETURN TO MENU' link and a search box. A note states: 'Click the radio button by your degree. If you are pursuing two degrees (BA & BS, MA & MS, etc) OR two majors in two different colleges with same degree, you must apply for each one separately. A one-time \$50 application fee will be charged to your account. Click 'Continue' to proceed.' Below this is a section titled 'Select Curriculum' with a red arrow pointing to the 'Primary Program' radio button. The selected option is 'Primary Program' with a sub-option of 'Bachelor of Arts'. Below this are fields for 'Level:', 'College:', 'Major and Department:', and 'Minor:'. The footer contains the text 'RELEASE: 8.7.2.10 © 2022 Ellucian Company L.P. and its affiliates.'

STEP 5. Select your graduation date from the dropdown list. (Note: If you don't see your graduation date listed, then it's probably still too early to apply. Undergraduate students should apply for graduation at the beginning of their senior year or when having only 35-37 hours left to complete in their degree program.)

STEP 6. Indicate whether you plan to attend the Commencement ceremony. If you change your mind later or haven't decided, that's okay. We make preparations for all graduates to attend.

STEP 7. Select the name you would like to be printed on your diploma. If your current diploma name is incorrect, select 'New' to add a new one.

If you enter a new diploma name, enter it *exactly* how you want it to be printed on your diploma.

STEP 8. Review the application to make sure that the information is correct. If you made a mistake and need to start over, simply click on the ‘Student’ tab at the top of the page to close the application.

To submit your application, click ‘Submit Request’ at the bottom of the page.

WINGSPAN

Home Personal Information **Student** Financial Aid Parent Portal Menu

Graduation Application Summary RETURN TO MENU Search Go

This is the information that will be submitted for your application to graduate. Please remember to select 'SUBMIT REQUEST' to finalize your application. Undergraduate students attending commencement will receive their diplomas after the ceremony. Graduate students who do not attend may pick it up the week after in the office of Records and Registration. Otherwise, it will be mailed to the permanent address. Make sure the permanent address is up to date!

Graduation Date
Date: May 06, 2023
Term: Spring 2023
Year: 2022-2023

Ceremony
Attend Ceremony: Undecided

Diploma Name
First Name: Robert
Middle Name: Norman
Last Name: Ross

Curriculum
Primary Program: Bachelor of Arts
Level: Undergraduate
College: Coll of Vis and Perform Arts
Major and Department: Art History, Fine Arts
Minor: Arts Management

Submit Request

[View Transcript | View Graduation Applications]

Once your application is submitted, you can view it at the bottom of the ‘Student Records’ menu.

WINGSPAN

Home Personal Information **Student** Financial Aid Parent Portal Menu

Student Records RETURN TO MENU Search Go

- Academic Transcript
- Class Schedule
- Course Descriptions
- Curriculum Change Request
- Electronic Transcript Request (via Parchment Exchange)
- Final Grades
- Interim Grades
- Request Printed Transcript
- S/U Request
- Transfer Credit
- View Holds
- View Status of Transcript Requests
- View Student Information
- Grade Detail
- Degree Evaluation
- Request Enrollment Verification
- View Status of Enrollment Verification Requests
- Apply to Graduate
- View Application To Graduate

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