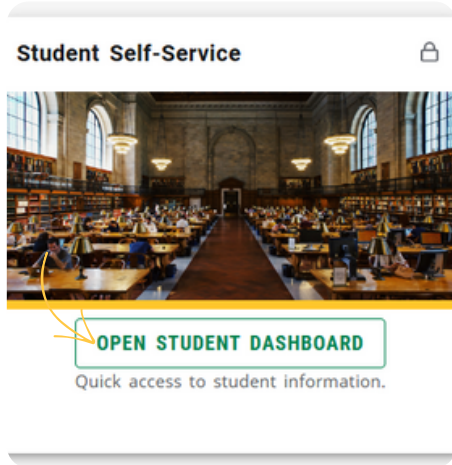


HOW TO APPLY FOR GRADUATION

STEP 1:

Log in to "Passport" Open "Student Dashboard"



STEP 2:

Select "Academic Records"



Welcome to your homepage for student services!

My Records

- Personal Information
- Academic Records
- Degreeworks
- Registration
- Financial Aid
- Account Summary
- Account Detail For Term 9x
- Tax Notification (1098-T) 9x
- Account Information 9x
- Statement and Payment History 9x
- Payment and Deposit Processing 9x
- Pay My Bill

STEP 3:

Select "Apply for Graduation"

Student Profile

Additional Links

Academic Transcript

Registration

Apply for Graduation

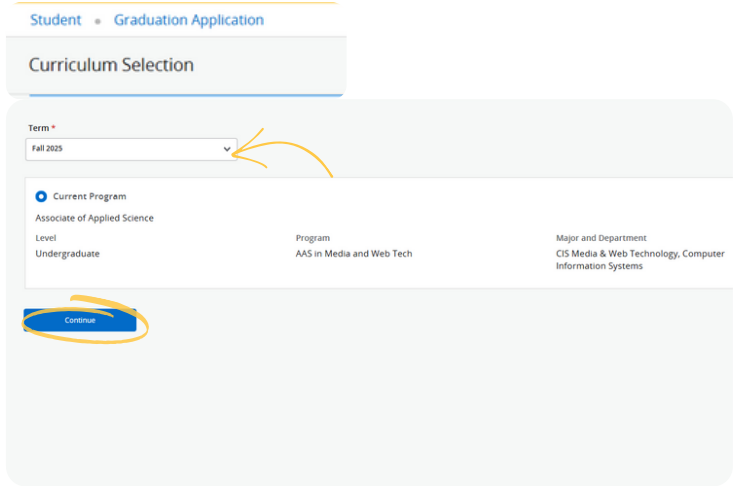
View Graduation Application

Request Academic Transcript

View Grades

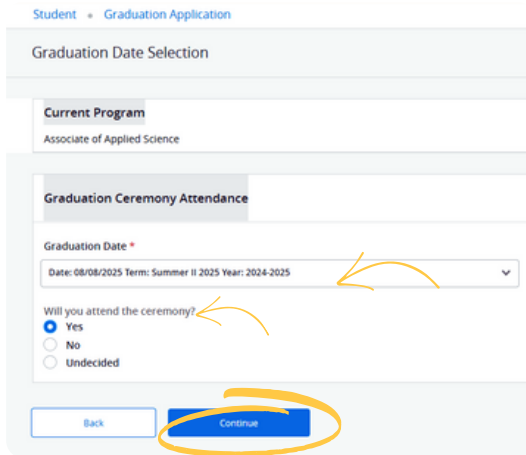
STEP 4:

Select "Term & Continue"



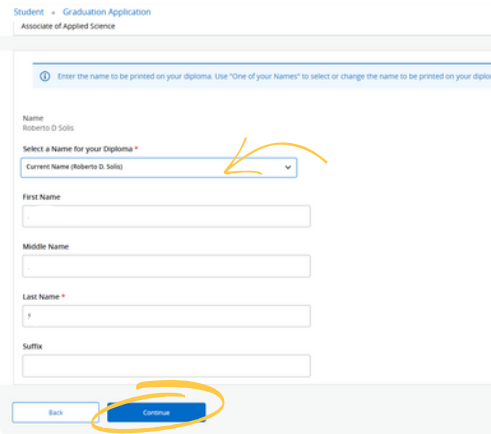
STEP 5:

Select "Graduation Date, Attendance & Continue"



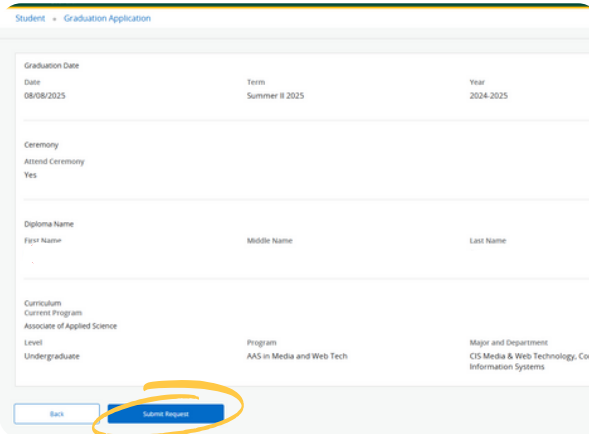
STEP 6:

Type "Name for Diploma" Click "Continue"



STEP 7:

Check for accuracy & click "Submit Request"



STEP 8:

Note your confirmation

