# HOW TO APPLY FOR GRADUATION

STEP 1:

Log in to "Passport" Open "Student Dashboard"



Quick access to student information.

# 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"

Student • Graduation Applic	ation	
Curriculum Selection		
Term * Fall 2025		
Current Program	,	
Associate of Applied Science		
Level	Program	Major and Department
Undergraduate	AAS in Media and Web Tech	CIS Media & Web Technology, Computer Information Systems
Continue		

#### STEP 5:

Student . Graduation Application

Graduation Date Selection

**Current Program** 

Graduation Date \*

O Yes
O No
Undecided

Associate of Applied Science

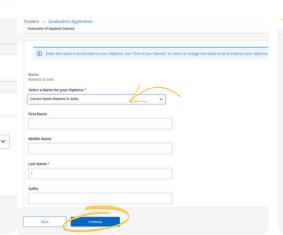
**Graduation Ceremony Attendance** 

Date: 08/08/2025 Term: Summer II 2025 Year: 2024-2025

Select "Graduation Date, Attendace & Continue"

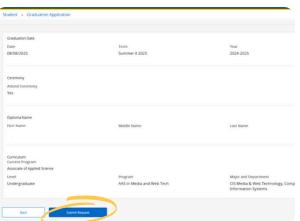
## STEP 6:

Type "Name for Diploma" Click "Continue"



## STEP 7:

Check for accuracy & click "Submit Request"



#### STEP 8:

Note your confirmation

Student • Graduation Application

Acknowledgement

