

DETAILED DIRECTIONS FOR COMPLETING THE DEGREE APPLICATION PROCESS

SUMMARY:

1. Submit the on-line "Application for Graduation" on WebAdvisor.
2. Submit to the Registrar's Office, a paper copy of your "Program Evaluation" printed from WebAdvisor, that has been signed by your Department Chair and/or Program Director. You will need signatures from the Department Chair(s) or Program Director(s) for **each** of your majors and/or minors.

DETAILED DIRECTIONS:

Completing the On-line Application for Graduation

1. Log into WebAdvisor and under the "Academic Profile" choose the "Application for Graduation" link.
2. Select Program
3. Select the check box beside the degree program for which you wish to apply to graduate.
Please Note: Degree Programs include all majors and minors that you have officially declared. *If any majors or minors are missing, please submit a "[Major Declaration Form](#)" to the Registrar's Office and verify that the degree program is correctly listed **before** completing this on-line application process.*

4. Complete the application information requested:

- a. **Name on diploma** – this is the name that will be **printed on your diploma** and in the commencement program. This is also the name that the Registrar will read at commencement (only if you participate). This field has been pre-populated with your legal name, using your middle initial. If you would like to have a variation of this name, **please change it here.**

The diploma name must be either your legal name or a variation of your legal name. For example, if your name is Jane Elizabeth Doe, you might want your diploma to read 'Jane Doe' or 'Jane E. Doe' or 'J. Elizabeth Doe' or 'Liz Doe', etc... If your name has any special characters, like á, ä, or ñ, (for example), you may use the standard keyboard codes to enter these. (You can find commonly used keyboard codes at <http://www.forlang.wsu.edu/help/keyboards.asp>.)

Please note that if you plan to travel or work overseas, some agencies require you to provide a notarized copy of your diploma. It will be extremely important that your diploma name match your other legal identification. We recommend that you do not use nicknames or initials, but rather list your exact legal name.

- b. **Diploma Mailing Address** – the address you list is where we will mail your diploma when it is available (as early as the end of May for May graduates). This field has been pre-populated with your home address from our records. Please change this as necessary in order to provide an address at which you will be able to receive mail in the month or two following your degree conferral.

- c. **Anticipated Graduation Term** – this is the term that you expect to be earning your degree. For most students receiving this email, this will be 'CAS - SPRING', 'CAS - SUMMER' or 'CAS – FALL'. Please choose the appropriate term from the drop down menu.
- d. **Hometown** – this will be printed in the commencement program. If your hometown is within the United States, please enter *only* the city and state. If your hometown is outside of the United States, please enter the city, state or province, and the Country. This can be different from your mailing address if desired.
- e. **Height and Weight** – are needed to order your cap and gown. Please provide this information if you plan to participate in commencement ceremony in May.
- f. Click the **“Submit”** button

You will receive a confirmation email showing exactly what you have submitted. Please review the information carefully. If you wish to make changes, return to the "Application for Graduation" and make the appropriate changes. You will be able to make changes to this until the Registrar's Office begins evaluation of your application. After that, changes will need to be submitted directly to the Registrar's Office.

How to check your academic progress and print your “Program Evaluation”:

1. Go to WebAdvisor, and under the "Academic Profile" choose the **“Program Evaluation”** link.
2. Select the check box beside the degree program for which you wish to apply to graduate. (You may see former programs here.) Please Note: Degree Programs include all majors and minors that you have officially declared. If any majors or minors are missing, please submit a "Major Declaration Form" to the Registrar's Office and verify that the degree program has the correct major/minor ***before*** printing this Program Evaluation.
3. There is no need to change anything else on this page. The "what if I changed my program of study" link is designed to offer students a comparison of how the credits would be applied under a different program. This option is not intended for use during the graduation application process.
4. Click Submit.
5. A new web page will display your Program Evaluation “degree audit”.
6. Print this page.
7. It will also be helpful to print an unofficial transcript from WebAdvisor to review with your Department Chair(s)/Director(s).

After printing out your “Program Evaluation” on WebAdvisor, please make an appointment with the appropriate Department Chair(s) and/or Program Director(s) to review and sign your “Program Evaluation”. Please note:

- If you are not already pre-registered for a course that will fulfill the requirement, please write the course number of the course(s) you intend to take in the upcoming semester(s) next to the unfulfilled requirement. Please also list the semester(s) in which you plan to take the course(s).

- If any changes or substitutions have been made, the Department Chair or Program Manager needs to sign beside each change and substitution.
- Please bring your signed “Program Evaluation” to the CAS Registrar office in Templeton. For assistance in reading your program evaluation visit:
<http://college.lclark.edu/live/files/2176-how-to-read-a-program-evaluation>

The deadlines for submitting your application and signed Program Evaluation are as follows:

- May graduation deadline is **October 15**
- August graduation deadline is **March 1**
- December 31 graduation deadline is **May 1**

If you have questions, please call or email:

If your last name starts with A-L: Tiffany Henning

thenning@lclark.edu 503-768-7325

If your last name starts with M-Z: Caitlin Hansen

chansen@lclark.edu 503-768-7332