

Detailed Instructions for Completing the Degree Application Process

SUMMARY:

1. Submit the online “**Degree Application**” in WebAdvisor.
2. Print a paper copy of your “**Program Evaluation**” from WebAdvisor and have it 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.
3. If you plan to fulfill any major or minor requirements using courses outside of the requirements defined by your specific catalog year, you must submit a signed **Course Substitution form** for each course.
4. **Submit** the signed Program Evaluation and any Course Substitution forms (if applicable) to the Registrar’s office and have a brief meeting with a Degree Audit Specialist.

DETAILED DIRECTIONS:

How to Complete the Online Degree Application

1. Log into WebAdvisor and under the "Academic Profile" choose the "Degree Application" link.
2. Select Program.
3. Select the check box beside the degree program for which you wish to apply. **Please Note:** Degree Programs include all majors and minors that you have officially declared. *If any majors or minors are missing, you must 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 will be read at Commencement. This field has been pre-populated with your legal name, using your middle initial. If you would like to use a variation of this name, **please change it here**.

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.

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>.)

- 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. It is not necessary to enter head circumference.
- 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 "Degree Application" 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 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 (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, you must 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 registered for a course that will fulfill the requirement, please write the course number of the course you intend to take in the upcoming semester next to the unfulfilled requirement. Please also list the semester in which you plan to take the course.

- If you plan to fulfill any major or minor requirements using courses outside of the requirements defined by **your specific catalog year**, you must submit a signed Course Substitution form for each course.
- Bring your signed “Program Evaluation” and Course Substitution forms (if applicable) to the CAS Registrar office in Templeton during office hours. You will then have a brief meeting with a Degree Audit Specialist to review your remaining requirements.
- 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 email:

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