


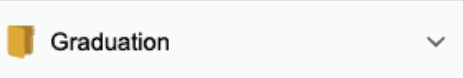
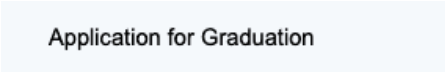
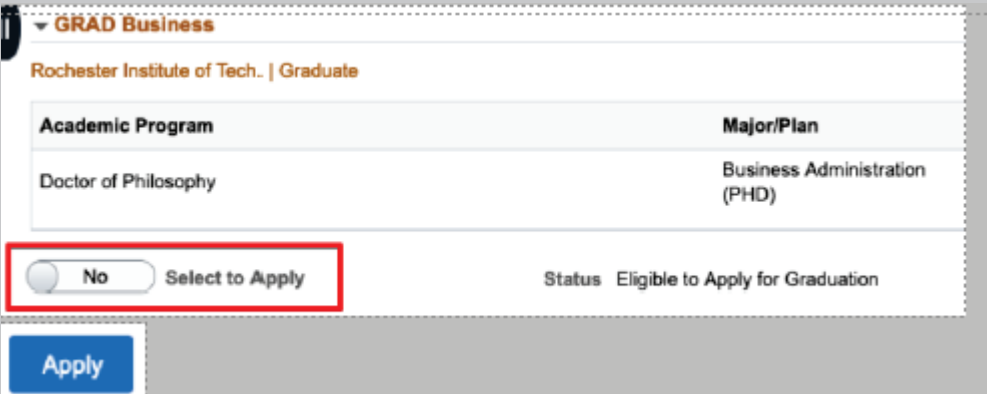
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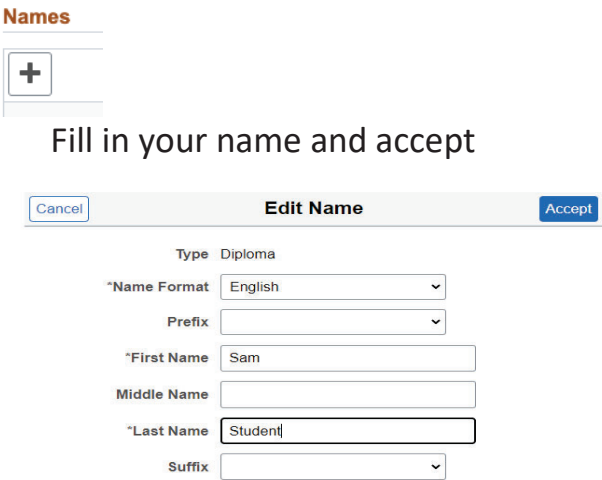
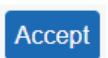
## Applying for Graduation


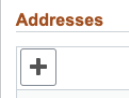
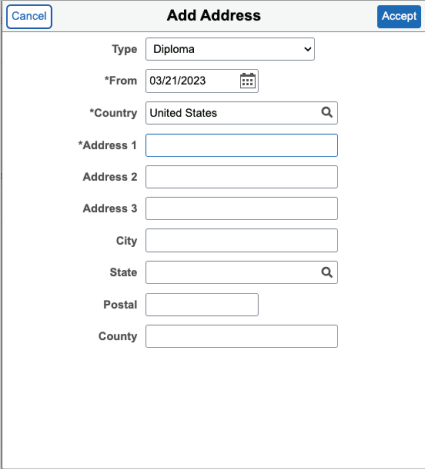



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Once you have been notified through email that you are Eligible to Apply, you will be able to apply for graduation within SIS.

The Application for Graduation must be submitted before April 1<sup>st</sup> of the year you plan to walk in order to be included in the commencement book and ceremony. For more information on Commencement, please visit: <https://www.rit.edu/academicaffairs/commencement/>

1	Log in to SIS <a href="http://sis.rit.edu">http://sis.rit.edu</a>
2	<div>Click on </div>
3	<div>Click on  in the left navigation bar</div>
4	<div>Click on  underneath the Graduation Folder</div>
5	<div>Click the slider button next to your program information. If you have more than one active program, you will need to apply for each individually. If you are not eligible to apply for that program, you will see Not Eligible next to the slider. Alternatively, if you have already applied you will Select Expected Graduation under the Graduation Folder.</div> <div></div>

6	<p>Select the term you wish to apply for. Pay close attention to the graduation instructions below as it will indicate the <b>Anticipated Graduation Date</b></p> 
7	<p>Click the  button</p>
8	<p>To Review Diploma/Degree Name</p> 
9	<p>Click the  button</p>
10	<p>To Edit Name Diploma/Degree Name</p> <p>Click the + sign under Names</p>  <p>Fill in your name and accept</p>
11	<p>Click on  button</p>

12	Click on  button on the top right corner
13	<p>To add a mailing address for your diploma</p> <p>Click the + under Addresses</p>  <p>Fill out the fields as required</p> 
14	Click on  button
15	Click on  button on the top right corner
16	Click on  button