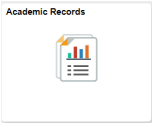
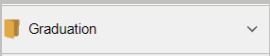
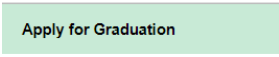
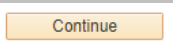
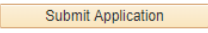


Applying for Graduation

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 1st 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:

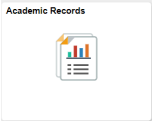
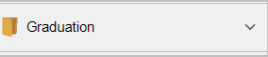
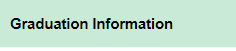

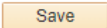
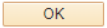
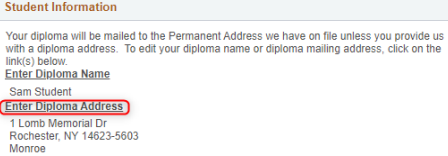
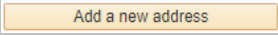


<https://www.rit.edu/academicaffairs/commencement/>

1	Log in to SIS http://sis.rit.edu
2	Click 
3	Click on  in the left navigation bar
4	Click on  underneath the Graduation folder
5	<p>Click Apply for Graduation 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 not see the Apply for Graduation link. Alternatively, if you have already applied, you will see View Graduation Status.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Program: UGRD Liberal Arts Rochester Institute of Tech. Undergraduate</p> <p>Degree: Bachelor of Science Apply for Graduation Major: Communication (BS) Immersion: Renaissance Studies (IM)</p> </div>
6	<p>Select the term you wish to apply for. Pay close attention to the graduation instructions below as it will indicated the Anticipated Graduation Date.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: right;">Apply for Graduation</p> <p>Select Graduation Term</p> <p><small>An application for graduation will be submitted for the academic program/plan listed below. If this not correct, return to the previous page and select a different academic program/plan (if applicable).</small></p> <p><small>Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.</small></p> <p>Program: UGRD Liberal Arts Rochester Institute of Tech. Undergraduate</p> <p>Degree: Bachelor of Science Major: Communication (BS) Immersion: Renaissance Studies (IM)</p> <p>Expected Graduation Term 2019-20 Spring</p> <p>Graduation Instructions</p> <p><small>By applying for graduation for 2019-20 Spring, your ANTICIPATED GRADUATION DATE is May 2020.</small></p> <p><small>Your application for graduation prompts the university to verify that all of your degree requirements are complete (including co-op, internships, capstone projects, etc.). If the term you expect to complete your degree requirements does not appear in the drop down menu, it is not yet available for applications. As terms become available you will receive an email communication prompting you to apply.</small></p> <p><small>If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.</small></p> <p style="text-align: right;"> Select Different Program Continue </p> </div>
7	Click the  button
8	Review the information and click the  button

Reviewing Graduation Information/Diploma Name

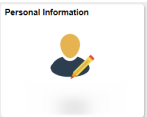

After applying for graduation you can review your information including your Diploma Name and Diploma Address.

The Diploma Name must be entered as you would like it displayed in the commencement book and ceremony by April 1st of the year you plan to walk.

1	Log in to SIS http://sis.rit.edu	
2	Click 	
3	Click on  in the left navigation bar	
4	Click on  underneath the Graduation folder	
5	Review your program and application information. At the bottom of the page is the Student Information block. Click Enter Diploma Name to enter the name you would like on your diploma and in the commencement book.	
6	Enter your name and click 	
	Note: While legal name cannot contain diacritic letters, your diploma name can contain them. They will be included in the commencement book and your diploma. Quotations cannot be used.	
7	Click the  button and you will be returned to the Graduation Information page.	
8	Click Enter Diploma Address to enter the address you want your diploma sent to.	
9	Click 	
10	Enter your address information. If outside of the United States, click Change Country in the upper right corner. Then click 	
	Note: US addresses are USPS validated at entry along with suggestions if the address fails validation.	
11	Select Diploma for the address type and click Save . Click Graduation Information on the left side to return to the overview page.	

Diploma Name - Direct Path

If you only want to update your diploma name, the steps below can be followed at any time regardless of application for graduation status.

1	Log in to SIS http://sis.rit.edu																					
2	 <p>Click</p>																					
3	Click on 																					
4	<p>If you do not have a diploma name, click the plus sign at the top of the page. Otherwise click the Diploma Name Row</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Personal Details</p> <p>Date of Birth [redacted] Gender: Male</p> <p>Names</p> <p style="border: 1px solid red; padding: 2px;">+</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>[redacted]</td> <td>Primary</td> <td style="text-align: right;">></td> </tr> <tr> <td>[redacted]</td> <td>Preferred</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 45%;"> <p>Personal Details</p> <p>Date of Birth [redacted] Gender: Male</p> <p>Names</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>[redacted]</td> <td>Primary</td> <td style="text-align: right;">></td> </tr> <tr> <td>[redacted]</td> <td>Preferred</td> <td style="text-align: right;">></td> </tr> <tr style="border: 2px solid red;"> <td>Sam Student</td> <td>Diploma</td> <td style="text-align: right;">></td> </tr> </tbody> </table> </div> </div>	Name	Type		[redacted]	Primary	>	[redacted]	Preferred	>	Name	Type		[redacted]	Primary	>	[redacted]	Preferred	>	Sam Student	Diploma	>
Name	Type																					
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Name	Type																					
[redacted]	Primary	>																				
[redacted]	Preferred	>																				
Sam Student	Diploma	>																				
5	<p>Enter your name information that you would like displayed on your diploma and within the commencement book.</p> <p>Note: While legal name cannot contain diacritic letters, your diploma name can contain them. They will be included in the commencement book and your diploma. Quotations cannot be used.</p> <div style="border: 1px solid #ccc; padding: 5px; width: 45%; margin-left: auto;"> <p style="text-align: center;">Edit Name</p> <p>Type: Diploma</p> <p>*Name Format: English ▾</p> <p>Prefix: ▾</p> <p>*First Name: Sam</p> <p>Middle Name: <input type="text"/></p> <p>*Last Name: Student</p> <p>Suffix: ▾</p> <p style="text-align: center; margin-top: 10px;">Delete</p> </div>																					
6	Click 