
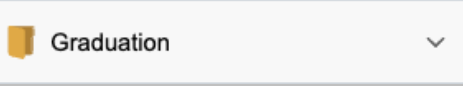
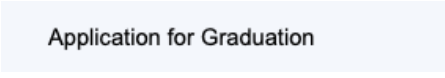
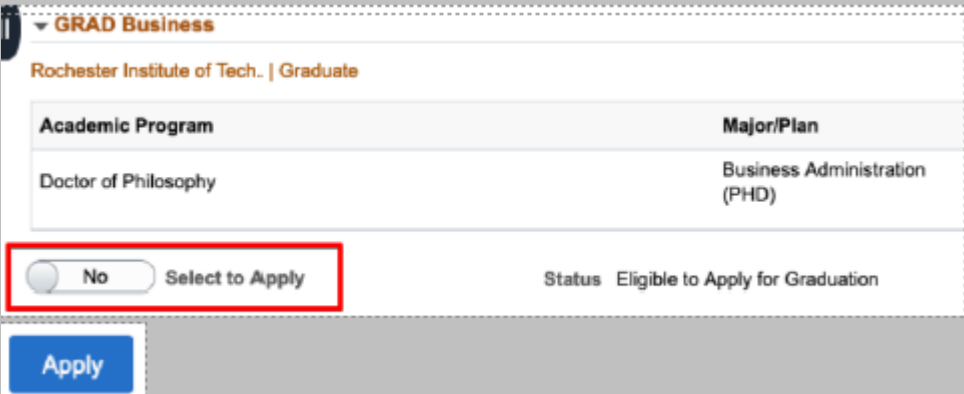

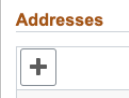
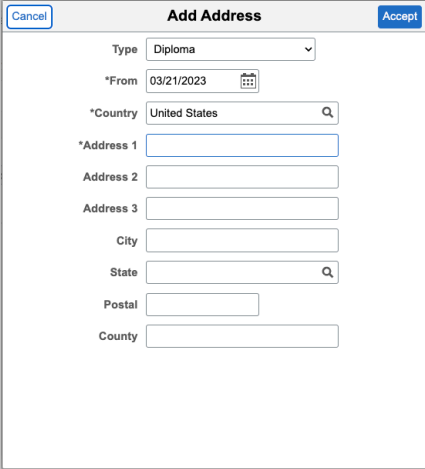
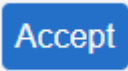



Applying for Graduation

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/>

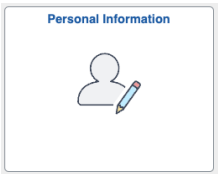
1	Log in to SIS http://sis.rit.edu
2	<div>Click on </div>
3	<div>Click on  Graduation in the left navigation bar</div>
4	<div>Click on  underneath the Graduation Folder</div>
5	<div>Click the slider button next to your program information. If you have more than one active program, you will need to apply 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	<div>Select the term you wish to apply for. Pay close attention to the graduation instructions below as it will indicate the Anticipated Graduation Date</div> <div><div></div><div>Next ></div></div> <div><div>Step 1 of 4: Graduation Term</div><div>Select Graduation Term for Rochester Institute of Tech. Undergraduate</div><div><div>UGRD Non-Degree</div><div>*Expected Graduation Term2022-23 Spring</div></div><div>By applying for graduation for 2022-23 Spring, your ANTICIPATED GRADUATION DATE is May 2023. 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. If you plan to graduate this term and online applications are no longer available, see your academic advisor for assistance.</div></div>
7	<div>Click the <div>Next ></div> button</div>
8	<div>To Review Diploma/Degree Name</div> <div><div>Step 2 of 5: Diploma / Degree Name</div><div><div>Names</div><div><div>Select</div><div>Name Type</div><div>Name</div></div><div><div>Yes</div><div>Diploma</div><div></div></div></div></div>
9	<div>Click the <div>></div> button</div>
10	<div>To Edit Name Diploma/Degree Name</div> <div>Click the + sign under Names</div> <div><div>Names</div><div><div>+</div></div><div>Fill in your name and accept</div><div><div>Cancel</div><div>Edit Name</div><div>Accept</div></div><div><div>Type</div><div>Diploma</div></div><div><div>*Name Format</div><div>English</div></div><div><div>Prefix</div><div></div></div><div><div>*First Name</div><div>Sam</div></div><div><div>Middle Name</div><div></div></div><div><div>*Last Name</div><div>Student </div></div><div><div>Suffix</div><div></div></div></div>
11	<div>Click on <div>Accept</div> button</div>

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

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	<div><div>Click on</div><div>A square button with a light blue border. Inside, the text "Personal Information" is at the top. Below it is a circular icon containing a stylized person silhouette with a pencil, indicating an edit function.</div></div>
3	<p>To Add a Diploma Name</p> <p>Click the + under Names to add a Diploma Name (preferred name can be updated at start.rit.edu):</p> <div><div><div>Names</div><div>+</div></div><div><div>Cancel</div><div>Add Name</div><div>Accept</div></div><div><div>Type Diploma</div><div>*Name Format English</div><div>Prefix</div><div>*First Name</div><div>Middle Name</div><div>*Last Name</div><div>Suffix</div></div></div>
4	<p>To Edit Diploma Name</p> <p>Click the > button next to Diploma to update your name (preferred name can be updated at start.rit.edu):</p>

	Type	
	Primary	>
	Preferred	>
	Diploma	>

Fill in the required fields

Cancel

Edit Name

Save

Type

Diploma

*Name Format

English

Prefix

*First Name

Same

Middle Name

*Last Name

Sample

Suffix

Delete

5

Click on

Save