

## Applying/Reapplying for Graduation

1. Fill out the worksheet below with the information you will need to know when applying or reapplying for graduation. Your advisor may help you with this.

Name to be on diploma _____			
Address where diploma is to be sent _____			
Street	City	State	Zip
Term & year you expect to graduate			
Fall Sem 20__	Spring Sem 20__	Summer Term 20__	
Catalog year (check with advisor) _____			
Valid EIU e-mail address* _____			
Degree (BA or BS) _____		Major _____	
Option or Concentration _____			
Minor(s) _____			
<i>* Correspondence will be sent to your EIU e-mail address. Please activate your account and check it frequently.</i>			

2. Sign on to **PAWS**.
3. Click on the **Student** link.
4. Click on **Apply for Graduation** to apply or reapply for graduation.
5. **New Applications (IF you have *not* previously submitted an application):**
  - Before applying, verify your curriculum information on Banner Self Service to make sure that correct catalog year, degree, major, concentration, minor, option, etc. is listed. Please contact your advisor and college certification officer if changes need to be made **prior to applying for graduation**.
  - To apply, click on **New Application**. Be sure to click on **submit application** once when you have finished entering your information. Your student account will be billed for the appropriate application fee.
6. **Reapplications (IF you have previously submitted an application):**
  - If curriculum changes need to be made, there is no need for you to reapply for graduation. Please contact your advisor and college certification officer so that the changes can be made and a new degree audit can be sent to you. **You must reapply to make changes to graduation term, diploma name, or diploma address.**
  - To reapply, click on your previous application listed by graduation term (i.e.: Spring 2015). After changes are made on the application, click on **Save Changes** and the reapplication will be submitted. There is no charge for reapplying.

**NOTE:** If you are applying for graduation, you can expect to receive your degree audit to your EIU e-mail address in approximately 2-4 weeks. If changes are made to your catalog year, major, option, concentration, or minor after you have applied for graduation, you can expect to receive a revised degree audit by e-mail within 2 weeks after notifying your certification officer (Amy Lynch). If you are reapplying to change your expected term and year of graduation only, you will not receive a revised degree audit.

### **Deadlines for Applying or Reapplying for Graduation:**

- **For Fall graduation – The 1<sup>st</sup> Tuesday in November**
- **For Spring graduation – The Wednesday after Spring Break**
- **For Summer graduation - July 10, 2013**

*\* There is no commencement ceremony for Summer graduation.*

**If you have questions, please contact Amy Lynch or Sherri Arnholt at 2118 Old Main or phone 217-581-5822.**