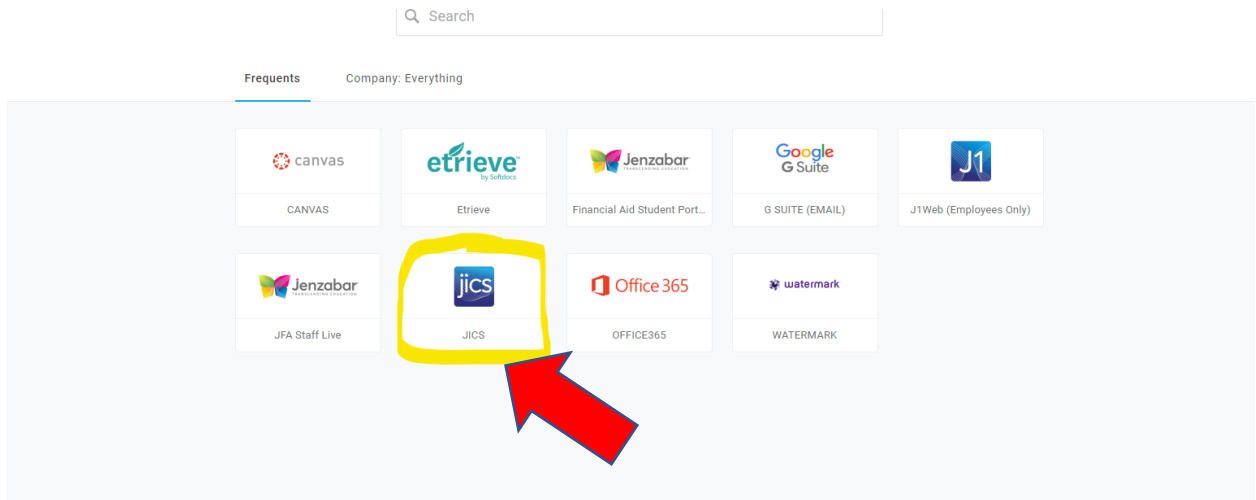
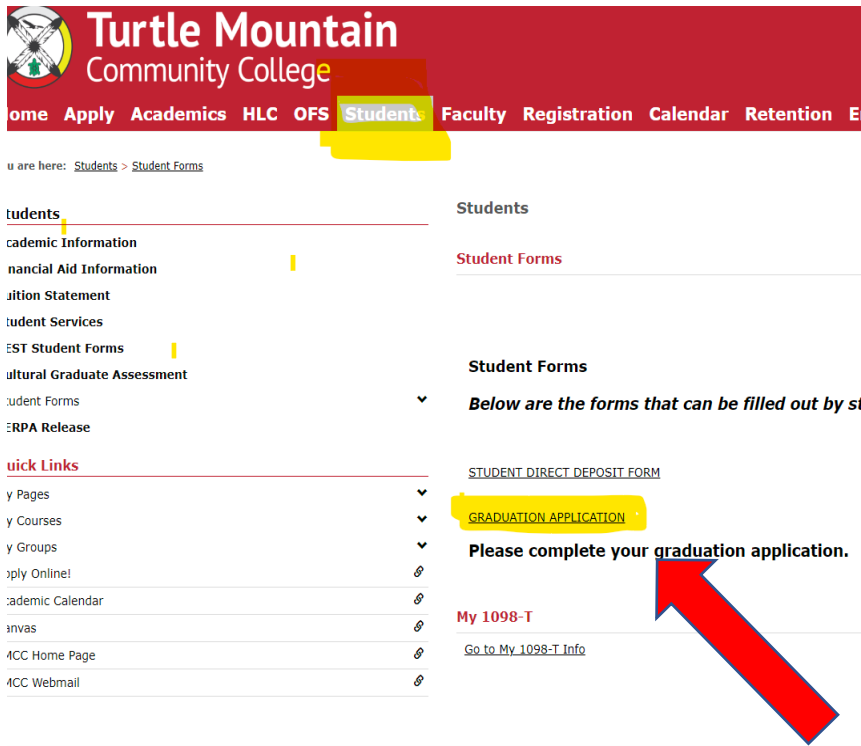


HOW TO APPLY FOR GRADUATION

- 1) Login to your OneLogin
- 2) Go to JICS



- 3) Click on the Student Tab at the top. You should then see the 'GRADUATION APPLICATION' right under the student direct deposit form.



You are then going to fill out the application by hitting the next page for each one. You need to know what you are graduating in to pick the right major. Please do not guess! See the Registrar or your

advisor to make sure you choose the right major, this is for question #1. If you are graduating with multiple degrees, you must fill it out again for each degree.

For question #3, please type in the name that you want to appear on your diploma, example: if you want your full middle name or just the initial.

#4 Academic school year is: 2023-2024

#5 term is: December = Fall, May = Spring, July = Summer

#6 Will you be walking or participating in graduation? If you say yes, please answer # 7 & #8.

YES: means you will have to fill out the next two questions of your height and weight. This is so I can order you a gown. I am the only one that sees information! So, please be truthful! I cannot order after my order for gowns goes out to the company.

NO: You will not be participating and will receive your diploma after graduation sometime. I will send out dates to pick up after that time period.

Once you hit the 'Next Page.' It will have you look over your application. If this is all correct, then you can hit the "SUBMIT FORM" button.

The Registrars Office will then get your application and review it for graduation. If you have any further questions, you can contact the Registrars Office at 701-394-3993.