

## GRADUATION APPLICATION - GENERAL INFORMATION

Students eligible for a degree must apply for graduation through the Office of the University Registrar. Degrees are conferred three times a year in May, August and December. Undergraduate Students should apply approximately one year before the intended graduation date and Graduate students should apply at least two semesters in advance. Deadlines are as follows:

### **Undergraduate Students**

May Graduation Date: Application due the prior June  
August Graduation Date: Application due the prior September  
December graduation Date: Application due the prior January

### **Graduate Students**

May Graduation Date: Application due the prior October  
August Graduation Date: Application due the prior February  
December graduation Date: Application due the prior June

Graduate and Part-time undergraduate students will be billed a graduation fee approximately one month before the expected date of graduation. The graduation fee is not refundable and must be paid whether or not the student participates in the Commencement ceremony. In the event the student does not complete the requirements for the degree within one year of the originally indicated date, a new application and fee will be required. Full-time students pay the fee as part of their tuition and will not be billed separately.

Instructions for applying online for graduation through WebAdvisor appear on the next page. If you have any questions or problems with the on-line graduation application, please send an email to [graduation@sacredheart.edu](mailto:graduation@sacredheart.edu)

## HOW TO APPLY FOR GRADUATION USING WEBADVISOR

1. Log on to WebAdvisor
2. Click **Application for Graduation** under the **Academic Planning** Heading



3. Select the degree or certificate by clicking the **check box** and hitting the **Submit** button

A screenshot of the "Application for Graduation" form. It features a table with columns: "Choose One", "Eligible Programs", "Degrees", "Certificates", "Catalog", "Majors", "Minors", and "Date Applied". The "Choose One" column has a checked checkbox. The "Eligible Programs" column contains "BA, HI BACHELOR OF ARTS HISTORY MAJOR". The "Degrees" column contains "BA", "Certificates" is empty, "Catalog" contains "2008", "Majors" contains "HI", "Minors" is empty, and "Date Applied" is empty. Below the table is a "SUBMIT" button.

4. You will see this form.

A screenshot of the "Application for Graduation" form with fields filled. It includes a "Selected Program" table with "BA, HI BACHELOR OF ARTS HISTORY MAJOR", "BA", "2008", and "HI" selected. Below the table, there are fields for "Name on diploma\*" (Mr. Herman Munster), "Diploma Mailing Address" (1313 Mockingbird Lane), "City\*" (Fairfield), "State\*" (Connecticut), "Zip Code\*" (06825), "Country", "Anticipated Graduation Term\*" (Summer 2009), "Commencement Site", "Commencement Date", "Program Completion Date", and "E-mail Address" (smithm1816@sacredheart.edu). A "SUBMIT" button is at the bottom.

5. Format your name as you would like it to appear on the diploma by clicking in the field labeled **Name on Diploma**.  
**Note:** Sacred Heart does not print the title (e.g. Mr., Ms. Etc.) on the diploma. The Registrar's office will delete the title after the application is submitted.
6. Double check the address in the **Diploma Mailing Address** field and update it if necessary.  
**Note:** Updating this address will not change your permanent address with Sacred Heart. To change your permanent address, please return to the Student Menu and click the link labeled Address Change under the heading labeled "User Account"
7. Select the term you expect to graduate from the list in the Field labeled **Anticipated Graduation Term** and hit the **Submit** button.
8. A confirmation e-mail will be sent to your Sacred Heart e-mail address within 24 hours. If you do not receive a confirmation e-mail or are unable to submit the application online, please e-mail [Graduation@sacredheart.edu](mailto:Graduation@sacredheart.edu)