

## Student Business Apply for Graduation

### Important Information

This document describes the steps taken by a student to apply for graduation via Wolverine Access Student Business.

### Navigation

Menu > Student Center > **Apply for Graduation**

### Wolverine Access Page



1. Click **Student Business**. The Main Menu page will display.

Note: You must log in with your uniusername and Kerberos password.

### Main Menu Page



2. Click Student Center. The Student Center page displays.

Student Center Page

**Pranav's Student Center**

Academics

SEARCH FOR CLASSES

SEARCH

Backpack/ Registration  
My Academics

other academic... 3

Class	Schedule
FIN 300-001 REC (10164)	TuTh 2:30PM - 4:00PM 1449 MH
LWC 205-002 REC (10191)	TuTh 10:00AM - 11:30AM W0759 BUS
10-009 3144)	Mo 2:30PM - 4:00PM 1437 MH Fr 2:30PM - 4:00PM W2759 BUS
217-001 2629)	MoTuWeFr 12:00PM - 1:00PM 237 DENH
424-002 9489)	TuTh 1:00PM - 2:30PM 330 DENH
10-001 0194)	MoWe 1:00PM - 2:30PM 1449 MH

other academic... 4

- Academic Requirement
- Apply for Graduation
- Class Permissions
- Class Schedule
- Committees
- Disenroll Information
- Enrollment: Add
- Enrollment: Drop
- Enrollment: Edit
- Enrollment: Swap
- Grades
- Transcript: Order Trans
- Transcript: View Unoffic
- other academic...

You have no outstanding charges.

Personal Information

Names

UM Emergency Alerts  
Personal Emergency Contacts

Contact Information

Current Home Address  
Permanent Address  
Email Address

Current Home Phone  
734/565-6578

Academic Resources

Academic Support Services  
School/College Home Pages

Student Resources

Computing on Campus  
Division of Student Affairs  
Registrar's Office Website

Financial Information

Tuition and Fees  
Financial Aid  
Student Financial Operations

3. Click the drop-down arrow in the **Other Academic...** field.
4. Click **Apply for Graduation**. The Select Program and Degree page displays.

Select Program and Degree Page

**Apply for Graduation**

Select Program and Degree

You are eligible to apply for graduation in the Academic Program(s) listed below. Click the appropriate Academic Program to do so.

If the correct Academic Program, Degree, Major, Concentration or Minor is not displayed, please contact your School or College or Academic Department.

If you need to apply for graduation in more than one Academic Program, you must complete each application separately. Complete the graduation application for first Program and then return to the Student Business page to apply for the next Program.

Select an Academic Program

Academic Program **Lit. Science & Arts UG Degree** 5 Undergraduate L S & A

Degree Bachelor of Science

Concentration English BS

5. Click the Academic Program for which you are applying. The Select Graduation Term page displays.
- Note:** When applying for graduation, each Academic Program must be applied for a separately.

Select Graduation Term Page

**Apply for Graduation**  
**Select Graduation Term**  
You selected the Academic Program listed below to apply for graduation. If this is not correct, click Select Different Program.

Academic Program: Lit. Science & Arts UG Degree Career: Undergraduate L S & A  
Degree: Bachelor of Science  
Concentration: English BS

Select the appropriate term from the drop down list to apply for graduation. Then click CONTINUE.

- For April/May graduation select a Winter Term
- For Dental, Law and Pharmacy May/June graduation select a Winter Term
- For August graduation select a Summer Term
- For December graduation select a Fall Term
- For Medical School graduation select a Winter M4 term

If your expected graduation term does not appear, please contact your School or College or Academic Department.  
If no values are found, you are not eligible to apply for graduation.

**Expected Graduation Term** [6]

Diploma Name Important Information: Only the Diploma Name changes list documentation in order to have additional Diploma Name Changes for information on processing a name change. [7]

The name that will appear on your diploma is listed below:  
Pstrain006, Rachel

Order diploma as name appears above  
 Include changes below:

**Modify Middle Name:**

- Display full middle name instead of middle initial
- Use middle initial instead of full middle name
- Leave middle name as appears

**Modify Name Suffix:**


- Remove suffix fromname (e.g. Jr, III)
- Leave last name as appears

**Special Formatting:**

- Name needs special characters or upper/lower case formatting (e.g., acute over the e in first name, use upper case M and D in MacDonald). Enter Instructions:
- No special characters

[8] CONTINUE

6. Click the drop-down list in the **Expected Graduation Term** field.
  7. Click on the appropriate term from the drop-down list.
- Note:** If your expected graduation term does not appear, please contact your School or College or Academic Department.

8. Click .

Alumni Information Page

**Apply for Graduation**  
**Alumni Information**  
Please enter the following data for the University of Michigan Alumni Records Office, then click the Continue button. [CONTINUE]

Check this box if you previously received a U of M degree under a different name than the one listed above.

Enter information for your spouse if they received a degree from the University of Michigan.

First Name	Middle Name	Last Name	Maiden Name	Degree	Year Awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter information for other relatives that received a degree from the University of Michigan.

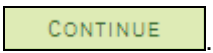
Family Relation	First Name	Middle Name	Last Name	Degree	Year Awarded
[9] <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you don't expect to take advantage of the University's offer of free Email Forwarding for Life, please indicate the email address that you will be using after graduation:

====>

[10] CONTINUE

9. Enter the appropriate data for the University of Michigan Alumni Records Office.

10. Click .

**Verify Graduation Data Page**

**Apply for Graduation**

**Verify Graduation Data**

Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.  
 If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, click the Submit Application button to continue the process.

<b>Academic Program</b>	Lit, Science & Arts UG Degree	<b>Career</b>	Undergraduate L S & A
<b>Degree</b>	Bachelor of Science		
<b>Concentration</b>	English BS		

**Expected Graduation Term** Winter 2009

11

12

11. Verify that all information is correct.
12. Click . The Submit Confirmation page displays.

**Submit Confirmation Page**

Pstrain006, Rachel

**Apply for Graduation**

**Submit Confirmation**

You have successfully applied for graduation in the Program listed below. You will receive a confirmation email containing this information at your unickname@umich.edu.

If you need to apply for graduation in more than one Academic Program, you must complete each application separately. If applicable, return to the Student Business page to apply for the next Program.

<b>Academic Program</b>	Lit, Science & Arts UG Degree	<b>Career</b>	Undergraduate L S & A
<b>Degree</b>	Bachelor of Science		
<b>Concentration</b>	English BS		

**Expected Graduation Term** Winter 2009

Diploma Name and Requested Instructions:  
 Pstrain006, Rachel

Your diploma will be mailed to the Permanent Address you have on file. It is displayed below. If you would like your diploma mailed to a different address, please click update my address and add a Diploma Address.

[Update my Address](#)

999 Peamont Street  
 Ann Arbor, MI